UNIVERSITY OF PITTSBURGH

OFFICE OF CHILD DEVELOPMENT

USER MANUAL

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TABLE OF CONTENTS

Tips for Using the System Effectively 4
Recommended Computer Settings 4
System Navigating 5
Menu 6
Landing Pages 8
Listing Pages 9
Edit Forms 9
Data Fields & Buttons 10
Data Fields & Buttons 10
Required Fields 10
Edit Form Buttons 11
Additional Application Buttons 12
Page Level Features 12
Login Procedure 13
Family Information 14
Enrollment 14
Member Profiles 25
General/Intensive Exit Form 33
Planning 37
Service 38
Group Activity Description 38
Group Activity 41
Ages and Stages 48
Reports 50
Reports 50
County Extract 50
Prevention/Diversion Extract 51
State Extracts 52
Tools 53
Tools 53
Web Resources 53
Library 55
Administration 56
Family Center Registration 56

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Staff Registration 57
Staff Activities 58
Change Password 60
Training/Technical Assistance 61
Progress/Barriers 63
Lift Support 65
Appendix 66
Permission Levels 66
Organization Levels 66
Using the Reports Viewer 67

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TIPS FOR USING THE SYSTEM EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the Desktop background and select Properties. Next, click on the Settings tab and move the Screen Resolution scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the OK button at the bottom of the window to make the change effective.

*Note: These instructions may not work if you are using a MAC.

Web Browser

The web browser supported by LIFT is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by LIFT. They may function but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like LIFT require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that LIFT may not function or appear properly. You should either disable the pop-up blocker while using LIFT (while remembering to enable it, if desired, when not in LIFT) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the "Internet Options" window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked then click on the "Settings" button. You can now add the LIFT link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from LIFT.

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SYSTEM NAVIGATING

LIFT is set up in such a fashion that moving from top to bottom of each page and in some cases, section to section on the menu, is the only approach to using the system. You must start at Family Information, filling in all the information that is required to save for Enrollment, before moving on to Profiles. Once these two modules are complete, you are able to move on to Planning. The Planning modules must be completed in the order that they appear on the menu, starting with Goal Area Benchmark Summary and ending with Goal Plan and Activity Record. In the Service section, you must complete the Group Activity Description module before adding a Group Activity. In addition, some modules have two forms, an initial and follow up, that must be completed in order. Continuing in this manner will ensure that all of the sections of the system have enough information to function correctly. If certain sections have not been completed, you will have difficulty completing other sections. Although your information is temporarily saved when moving within a form, you must save before moving onto the next module by either clicking on the

(Save/Exit) button or the

(Next) button located at the top left of the edit page.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

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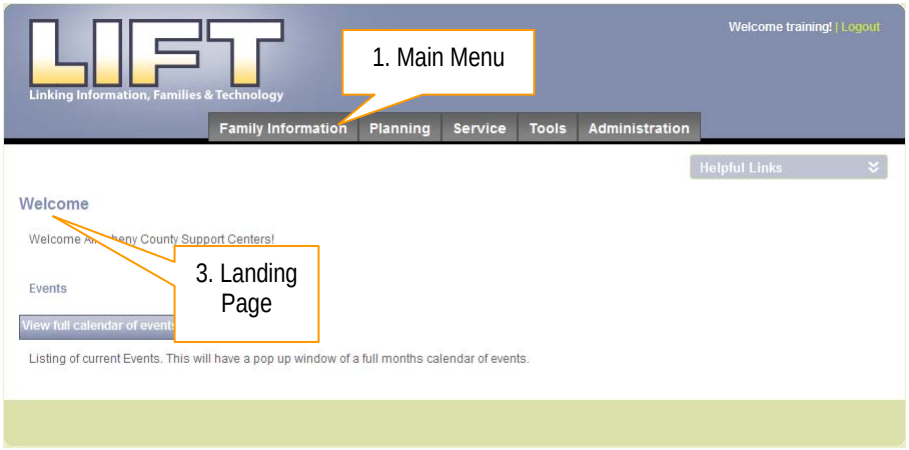
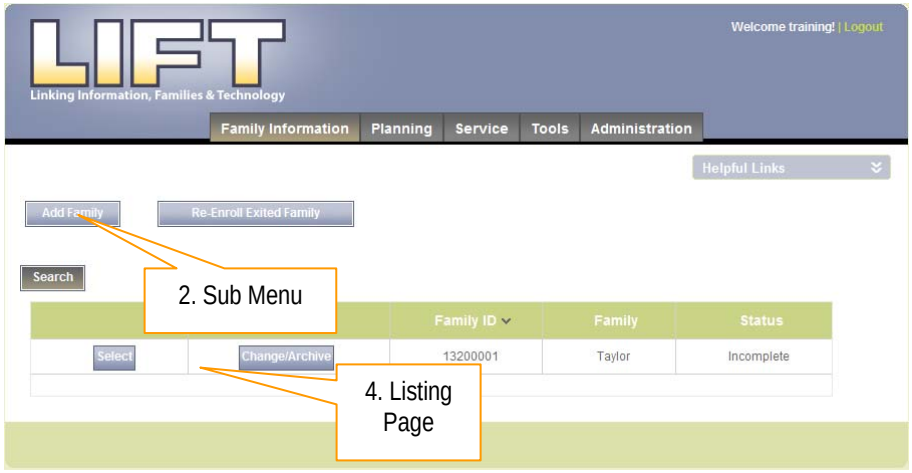
Menu

There are several ways to navigate through the system. The top of every page includes links to the six main sections of LIFT. Clicking on each link brings you the corresponding Landing Page and creates a sub-menu containing links for the modules within the section. The section of the system you are currently working in will be highlighted in the navigation bar at the top of the page.

1. Main Menu — Constant (unchanging). Displays the six main modules.
2. Submenu — Varies depending on which Main Menu category is selected.
3. Landing Page — Varies depending on which Submenu category is selected.
4. Listing Page — Varies depending on which Submenu category is selected.



(This is a screenshot displaying the Main Menu (1), and a Landing Page (3))



(This is a sample screenshot displaying the Sub Menu (2) and a Listing Page (4))

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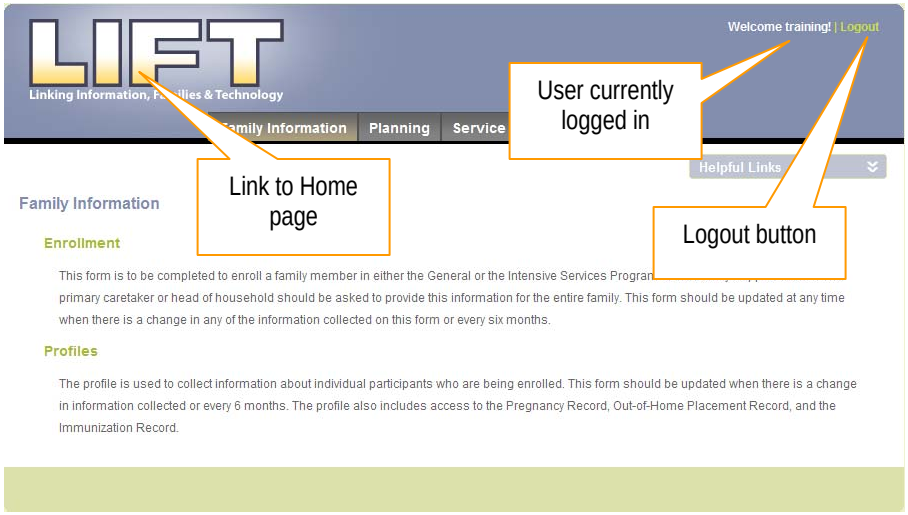
Above the Main Menu provides links to Logout of the system or back to the home page by clicking on LIFT in the upper left corner. The user currently logged into LIFT is also displayed to the left of the links.


Welcome training! | Logout
Planning
Service
Helpful Links
User currently logged in
Link to Home page
Logout button
Family Information
Enrollment
This form is to be completed to enroll a family member in either the General or the Intensive Services Program
primary caretaker or head of household should be asked to provide this information for the entire family. This form should be updated at any time when there is a change in any of the information collected on this form or every six months.
Profiles
The profile is used to collect information about individual participants who are being enrolled. This form should be updated when there is a change in information collected or every 6 months. The profile also includes access to the Pregnancy Record, Out-of-Home Placement Record, and the Immunization Record.

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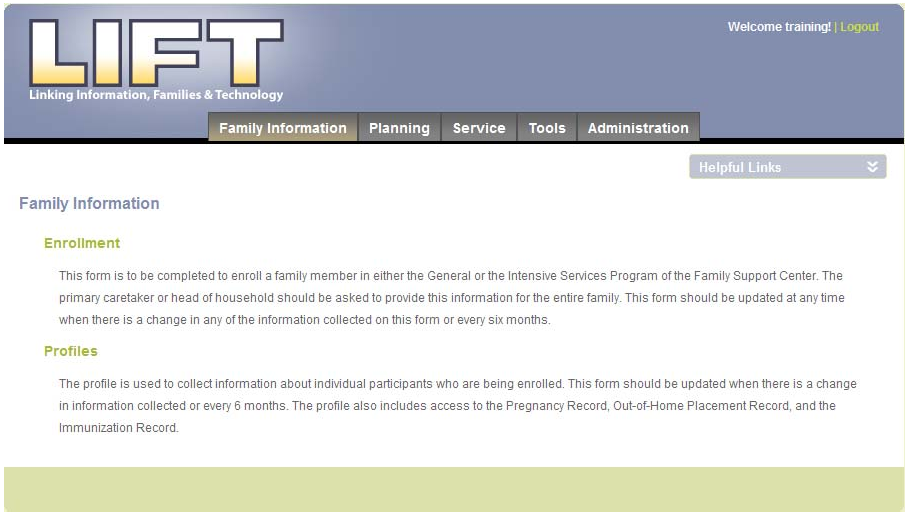
Landing Pages

The Landing Page is the main page of each of the seven sections (Home, Family Information, Planning, Service, Reports, Tools, and Administration) of LIFT. No data is entered on the Landing Page. The Landing Page contains the links for each module. An example of a Landing Page is found below.


LIFT
Linking Information, Families & Technology
Welcome training! | Logout
Family Information
Planning
Service
Tools
Administration
Helpful Links
Family Information
Enrollment
This form is to be completed to enroll a family member in either the General or the Intensive Services Program of the Family Support Center. The primary caretaker or head of household should be asked to provide this information for the entire family. This form should be updated at any time when there is a change in any of the information collected on this form or every six months.
Profiles
The profile is used to collect information about individual participants who are being enrolled. This form should be updated when there is a change in information collected or every 6 months. The profile also includes access to the Pregnancy Record, Out-of-Home Placement Record, and the Immunization Record.

(This is a screenshot displaying a Landing Page.)

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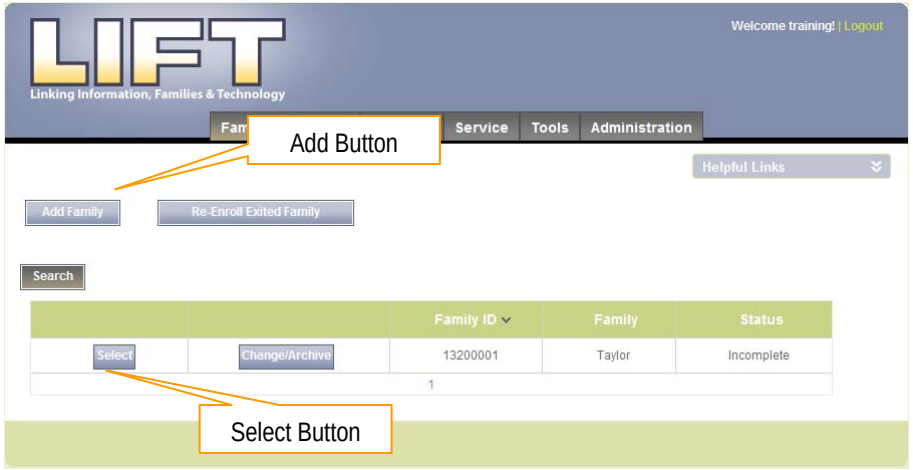
Listing Pages

The Listing Page is the main page of each module within Family Information, Planning, Service, and Administration. The Listing Page contains either all data that has been entered for the module or a portion of the data that has been entered with links to view/edit the previously recorded data in its entirety. In addition, the Listing Page includes the link(s) to the edit page(s). No data is entered on the Listing Page.

Data View:

The Data View displays the saved data in tables. Multiple data is entered and saved when a Data View Listing Page is available. (See the 3. Edit Form section for details on the Edit Form.)

- Most Listing Pages include an Add Family (Add) button or link which takes you to the Edit Form and allows you to add a new record. Once records have been added, they will then be displayed in a table (or grid) and identified by a portion of the data that had been entered.
- The user has the ability to view and/or edit individual records by clicking the Select (Select) button next to the appropriate record name in the table.

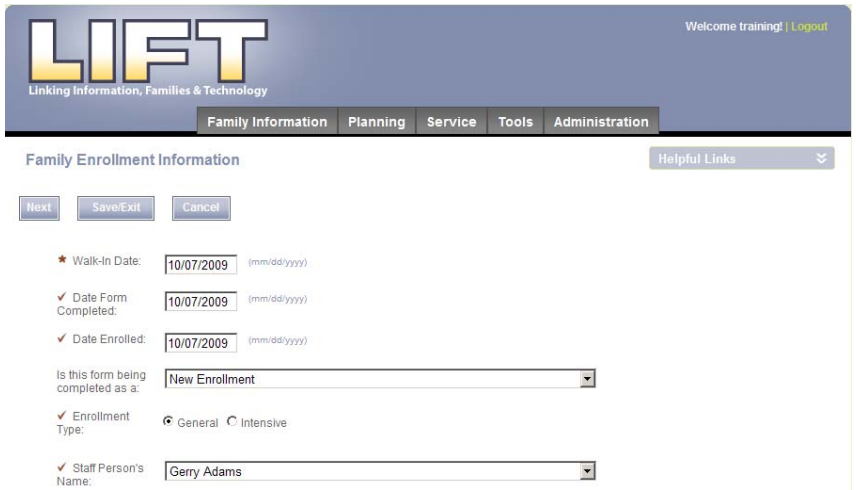


(This is a sample screenshot displaying a "Data View" Listing Page.)

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for saving, canceling, deleting, printing, and in some cases, adding and editing, are available at the top right of the page. (See the Data Fields and Button section for additional details on the function of these buttons.)

- If you clicked the Add Family (Add) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting the Select (Select) button to view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a sample screenshot displaying the Edit Form. This is a partial screenshot.)

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Data Fields & Buttons

In LIFT there are several fields, boxes and buttons that are used to collect, store and organize data. Here are some examples:

Type	Preview / Description
Text Field (aka 'Text Box')	(fill in the blank)
Drop Down Menu (aka 'Pull Down Menu')	Please Select (select one)
Radio Button	Selected Not Selected
Check Boxes	Selected Not Selected

Entering data into LIFT can be made easier by using the "Tab" key on the keyboard. The tab key advances the cursor to the next data field. You can go from the current field to the previous field by holding "Shift" and pressing "Tab" (Shift+Tab). You can also navigate through the fields by using the mouse.

Required Fields

There are two types of required fields: 1) Fields required for the form to be saved; and 2) Fields required to gain a "Complete" status for the form.

1) Fields required for the form to be saved

Required fields to save are marked with a check mark and shaded purple (e.g., ✓First Name:). All required fields to save must be completed or you will not be able to save the data entered for the module you are working in. If you try to save before completing all of the required fields to save, you will receive a message that informs you of the field(s) vacant of data and you will not be able to save that form until the field(s) has data.

Note: If the State Reporting Required check box is checked on the first page of the Enrollment form, the fields required to save will change throughout the system.

2) Fields required gaining a "Complete" status for the form.

Fields required to "complete" the form are marked with an asterisk and shaded yellow (e.g., *Walk-In Date:). These fields do not affect your ability to save but are necessary to gain a status of "Complete" for the form. Forms will be considered "Incomplete" until all of these types of required fields are filled. The status of each form will be displayed on the listing page.

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Edit Form Buttons

Information is entered and edited through the Edit Forms (For additional details on Edit Forms, see the Edit Forms section). The table below summarizes the buttons used to enter/edit information in an Edit Form. Special buttons are provided to move within edit pages when needed. In such cases, they are found at the top-left side of the page and allow the user to either move to the **Next** page or move to the **Previous** page. In addition to these navigation buttons, a **Save and Exit** button will appear on all pages with the exception of the final page to allow you to save your current work and exit the form. The **Finish** button will appear when you are on the last page of the form. When you have completed the form, click on the **Finish** button and it will take you to the listing page of the section you are working in. Examples of these buttons are found below.

	Must be clicked first to add new family to an Edit Form
	Must be clicked first to add new family members to a family in an Edit Form
	Must be clicked to edit a record
	Must be clicked to access the previous or next page of a form
	Removes information from the application database
	Cancels the Add or Edit without saving information entered
	Adds the information entered on an Edit Form to the application database

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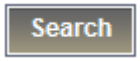
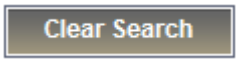
Additional Application Buttons

Below are some additional buttons that may appear within a form.

	Reviews the MCI database to find an existing record
 and	Allows the Search option to appear where the user can search by Family and Family ID. Clicking "Go" searches the application database for existing data
	Allows the user to hide and/or clear the Search function
	Archives a family for history purposes and to track changes in family information
	Reenrolls a family that has been exited

Page Level Features

Every page in the LIFT system includes a Help and Tip box. The Help box contains the links for the FAQ page and the Technical Support page. The Tip box displays the rules for fields required to save and required to complete.

If you would like to hide these and view the entire page, click on the **toggle help** link. To unhide the page level features, click the link again. Your viewing preference will be remembered throughout the system and from session to session.

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LOGIN PROCEDURE

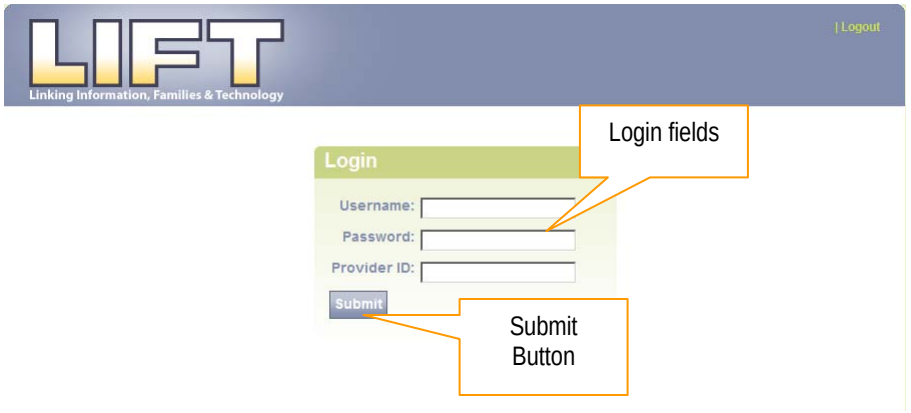
Connect to the Internet using your Internet browser (e.g., Internet Explorer). In the Address (location) box, type in the following address and press the **Enter** key on the keyboard:

Live Site:
https://www.familylift.com/Login.aspx

Training (demo) Site:
http://demo.kithost.net/Lift30/Login.aspx

To access LIFT's site,

1. Enter your login information in the following fields: **Username**, **Password**, and **Provider ID**.
2. Click the Submit (**Submit**) button.



(This is a screenshot of the LIFT Login Page.)

Tips

- The **Username** IS NOT case sensitive.
- The **Password** IS case sensitive.

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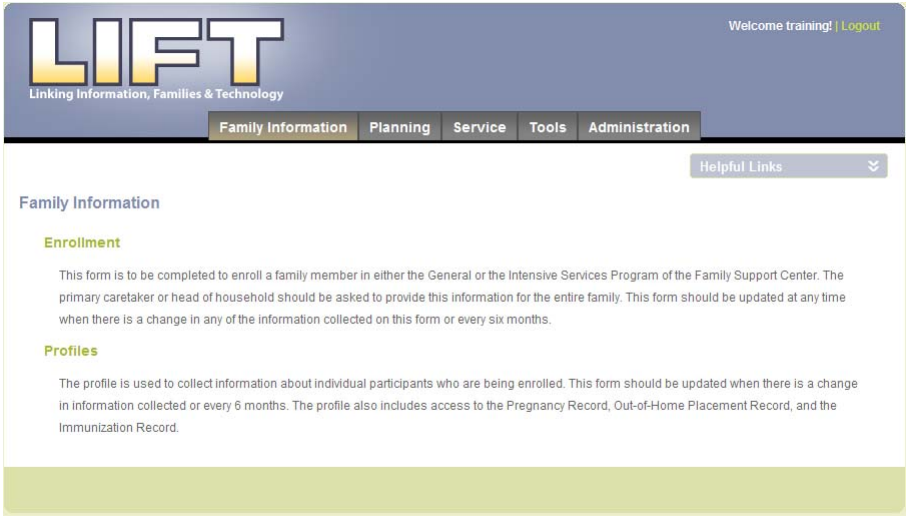
In Family Information, the user is able to perform the following tasks:

1. Enter, edit and archive Enrollment records.
2. Enter, edit and archive Member Profile records. Enter and edit Immunization, Pregnancy, and Out-of-Home Placement Records
3. Exit and archive a Member or Family

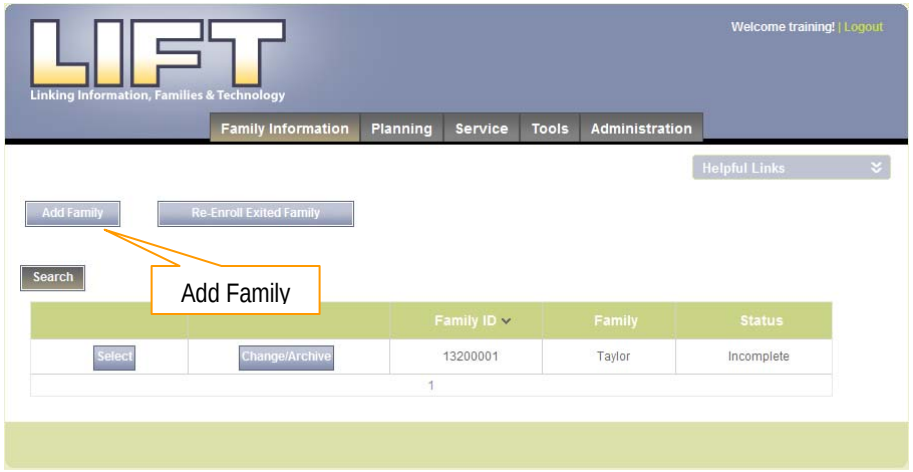

LIFT
Linking Information, Families & Technology
Welcome training! | Logout
Family Information
Planning
Service
Tools
Administration
Helpful Links
Family Information
Enrollment
This form is to be completed to enroll a family member in either the General or the Intensive Services Program of the Family Support Center. The primary caretaker or head of household should be asked to provide this information for the entire family. This form should be updated at any time when there is a change in any of the information collected on this form or every six months.
Profiles
The profile is used to collect information about individual participants who are being enrolled. This form should be updated when there is a change in information collected or every 6 months. The profile also includes access to the Pregnancy Record, Out-of-Home Placement Record, and the Immunization Record.

(This is a screenshot of the Family Information Landing Page.)

Enrollment

Enrolling a new family member into either the General or Intensive Services Program of the Family Support Center is done within the Enrollment module.

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Add Family (**Add Family**) button.



(This is a sample screenshot of the Enrollment Listing Page.)

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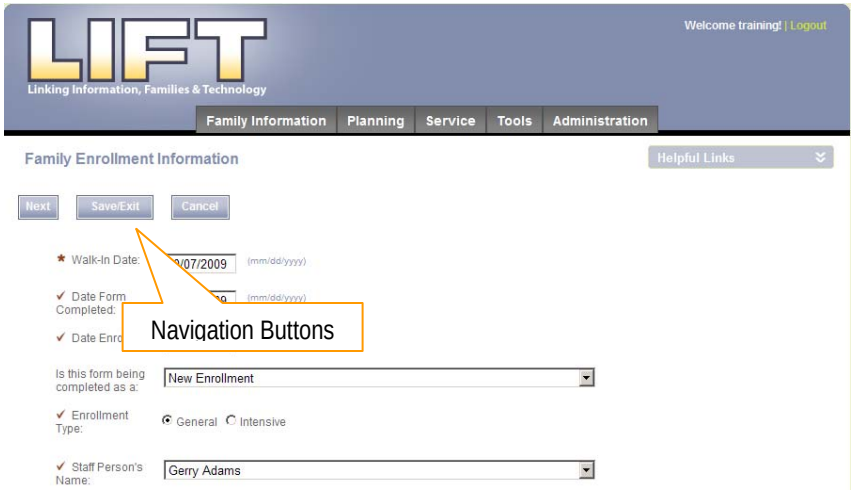
4. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
5. Use the navigation buttons (p.9) to move throughout the Enrollment process (7 pages) to fill in each form.
6. Click the Next (Next) button on the final page of the form when completed.
   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screenshot of the Enrollment Listing Page. This is a partial screenshot.)

Tips

- Do not forget to add family members to the enrolled Family. (This can be done on *page 2 of 4* or *page 4 of 4* by clicking the Add Family Member (Add Family Member) button.) If you do not add any family members you will not be able to complete other forms within LIFT. (See the Family Member section for instructions.)
- Staff Members is an optional form that can be completed within the Enrollment section. (This can be done on page *4 of 4* by clicking the Add Staff Member (Add Staff Member) button). (See the Staff Member section for instructions.)

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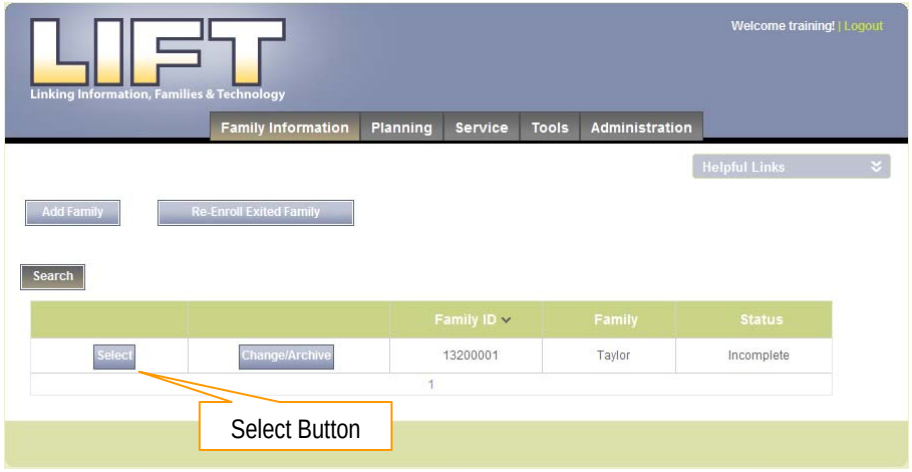
To edit an Enrollment record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Select (**Select**) button for the Enrollment record you want to edit.
4. Make any changes needed to the form.
5. Click the Save/Exit (**Save/Exit**) button or the Next (**Next**) button if on the last page when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



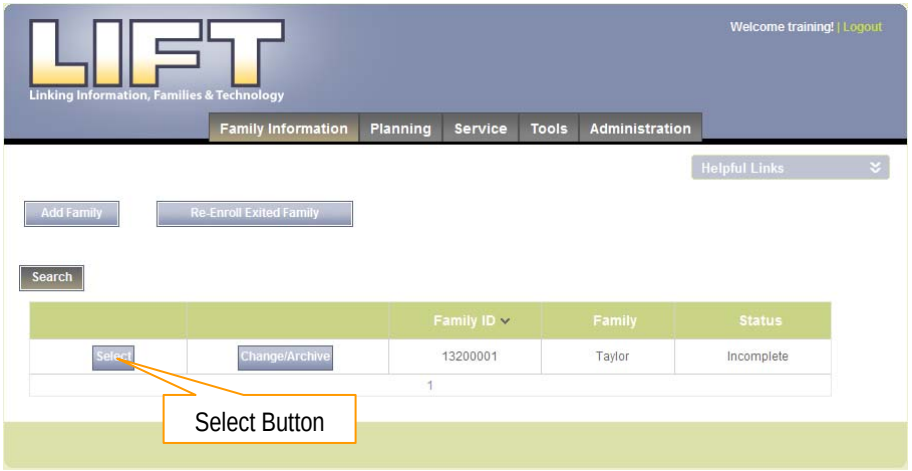
(This is a sample screenshot of the Enrollment Listing Page. This is a partial screenshot.)

Tips

- If you need to make a "status" change to the record or archive the record, you must click the Change/Archive (**Change/Archive**) button next to the record on the listing page. (See the Change/Archive a Family section for instructions.)

To delete an Enrollment record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Select (**Select**) button for the Enrollment record you want to delete.



(This is a sample screenshot of the Enrollment Listing Page. This is a partial screenshot.)

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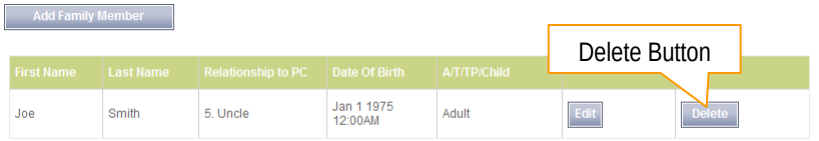
4. Click the Delete (Delete) button.
5. You will receive a confirmation message asking if you are sure. Click the OK (OK) button.

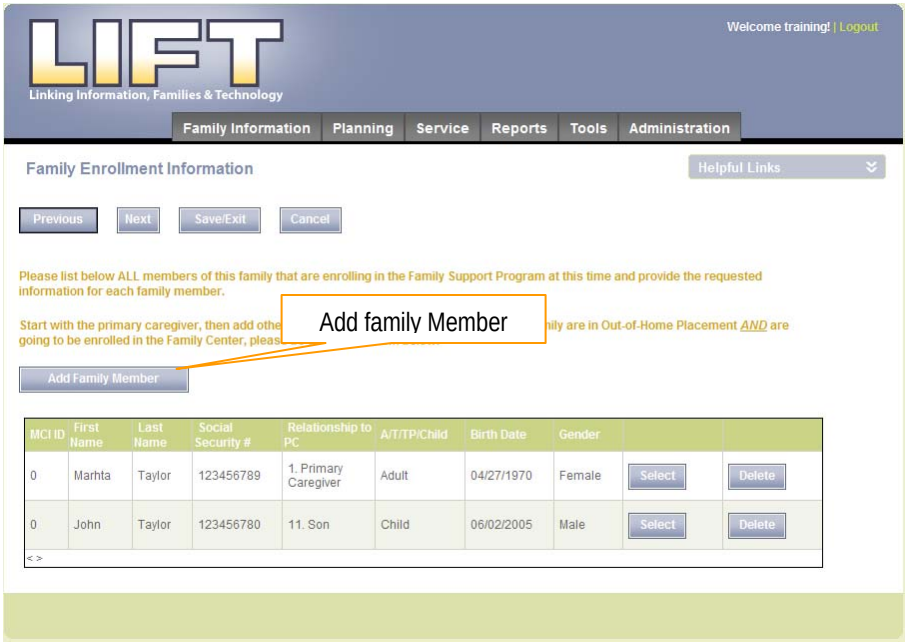
*Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screenshot of the Enrollment Edit Page. This is a partial screenshot.)

To enter a family member, perform the following steps:

1. Click Family Information in the menu.
2. Click Enrollment in the sub-menu.
3. Click the Select (Select) button next to the appropriate Enrollment record.
4. Click the Add Family Member (Add Family Member) button.



(This is a sample screenshot of the Enrollment Listing Page. This is a partial screenshot.)

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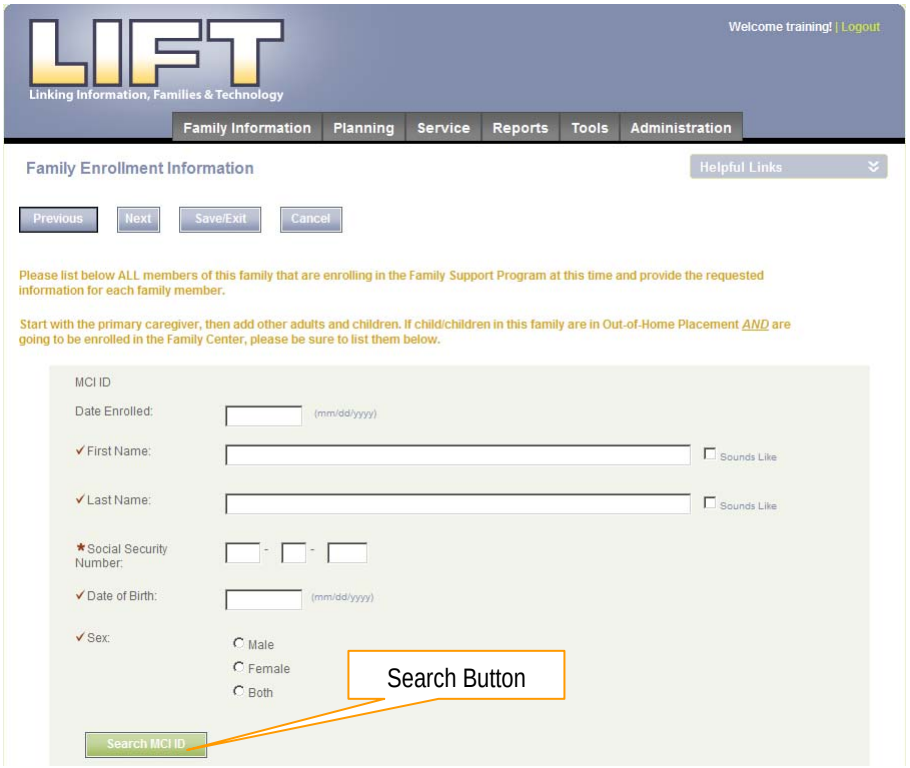
5. Enter or select the **First Name**, **Last Name**, **Date of Birth**, and **Sex** of the family member from the appropriate fields.
6. Click the Search MCI ID (**Search**) button to verify that the family member is unique.

   *Note: Entering the **First Name**, **Last Name**, **Date of Birth**, and **Sex** of the family member will produce the most likely match.

   a. If a family member is unique, a message indicating that *No record was found in the MCI database* will appear. Click the OK (**OK**) button.

   b. If there are potential matches based on the data entered in the initial fields (**First Name**, **Last Name**, **Date of Birth**, and **Sex** of the family member), a data grid with each potential match will appear. Verify a match with an existing client in the MCI database by clicking the **Select** button next to the client's record.
7. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
8. Click the Save/Exit (**Save/Exit**) button when the form is completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a screenshot of the Add a Family Member Edit Page. This is a partial screenshot.)

Tips

- If No record was found in the MCI database, once Save is selected the new family member will be added to the Family Member data grid and while assigning the family member a unique MCI ID and inserting him/her into the MCI database.
- If Potential matches are listed but it is determined that none of the potential matches is the family member you are trying to add , try to correct the family member data and retry the Search.

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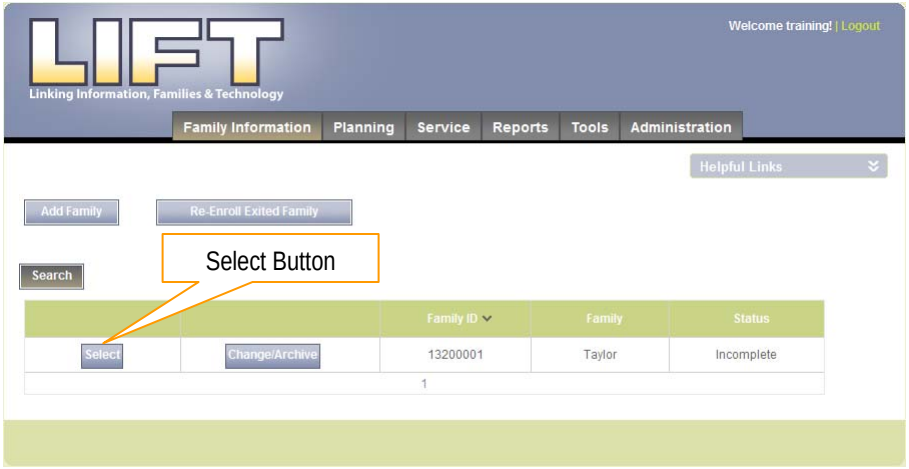
To edit a Family Member record, perform the following steps:

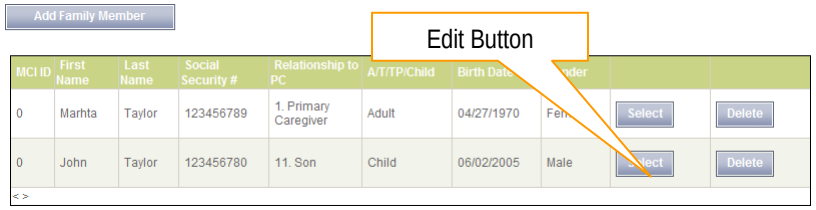
1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Select (**Select**) button next to the appropriate Enrollment record.



(This is a sample screenshot of the Enrollment Listing Page.)

4. Click the Select (**Select**) button next to the appropriate Family Member record that needs edited.
5. Make any changes needed to the form.
6. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Enrollment Edit Page. This is a partial screenshot.)

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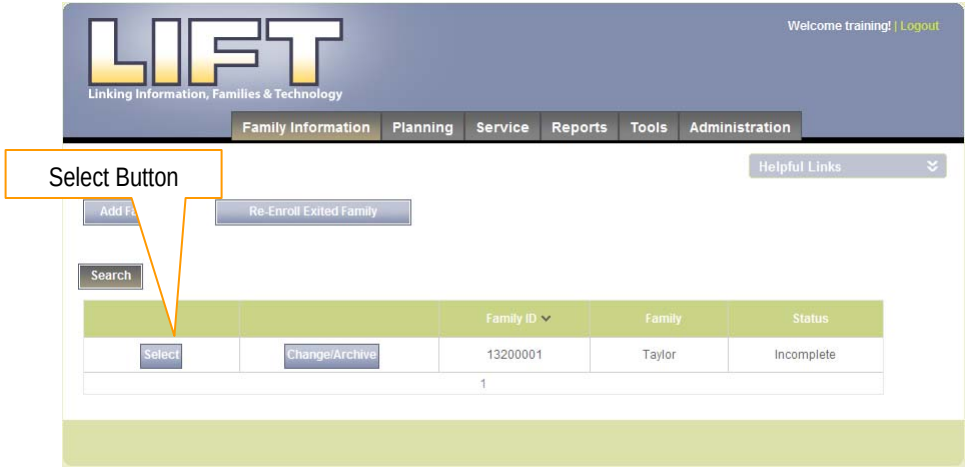
To delete a Family Member record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Select (**Select**) button next to the appropriate Enrollment record.



(This is a sample screenshot of the Enrollment Listing Page.)

4. Click the Delete (**Delete**) button next to the appropriate Family Member record that needs edited.
5. You will receive a confirmation message asking if you are sure. Click the OK (**OK**) button.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.

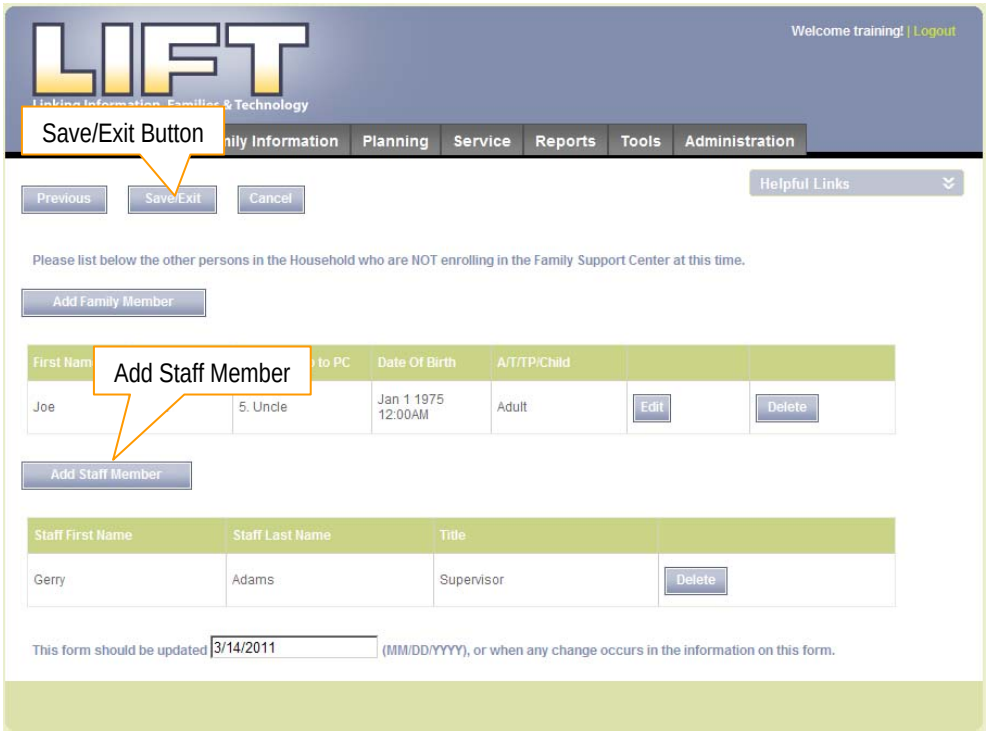
(This is a sample screenshot of the Enrollment Edit Page. This is a partial screenshot.)

 © KIT Solutions® 2010

To enter a Staff Member, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Select (**Select**) button next to the appropriate Enrollment record.
4. Click the Next (**Next**) button from the Enrollment record until you get to page 7 of 7.
5. Click the Add Staff Member (**Add Staff Member**) button.
6. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
7. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screen shot of the Enrollment Staff Member Edit Page)

 © KIT Solutions® 2010

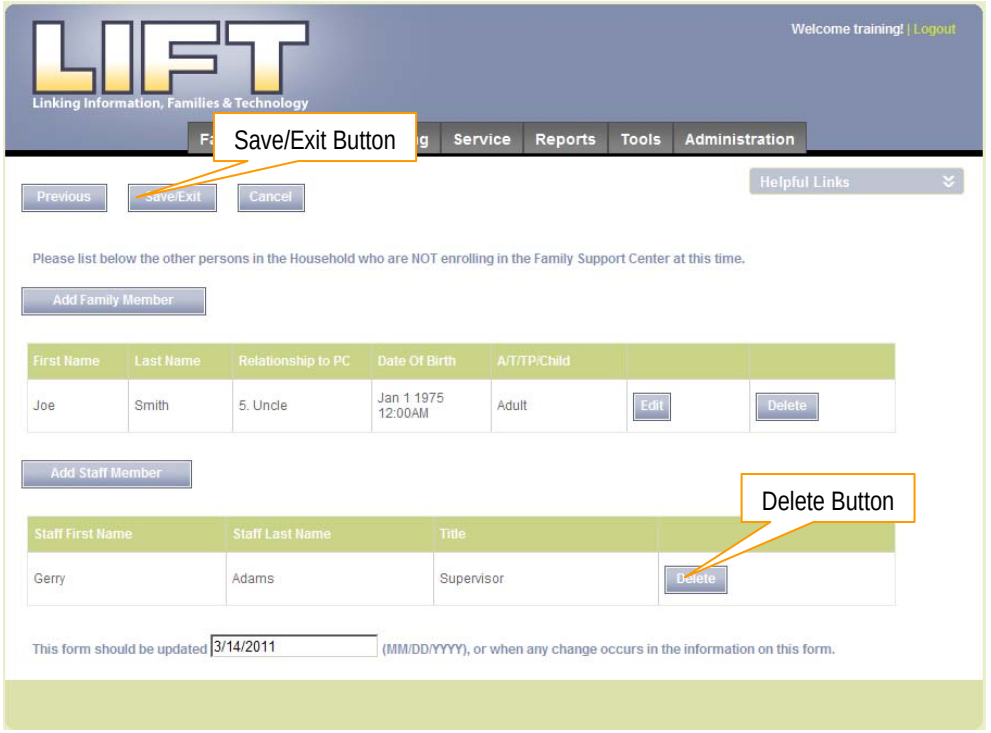
To delete a Staff Member, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Select (**Select**) button next to the appropriate Enrollment record.
4. Click the Next (**Next**) button from the Enrollment record until you get to page.
5. Click the Delete (**Delete**) button next to the corresponding staff member.
6. A pop up dialogue box will ask if you are sure, click the OK (**Ok**) button.

   *Note: To exit this dialogue box without making any changes, click the Cancel (**Cancel**) button.

8. Click the Save/Exit (**Save/Exit**) button when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screen shot of the Enrollment Staff Member Edit Page)

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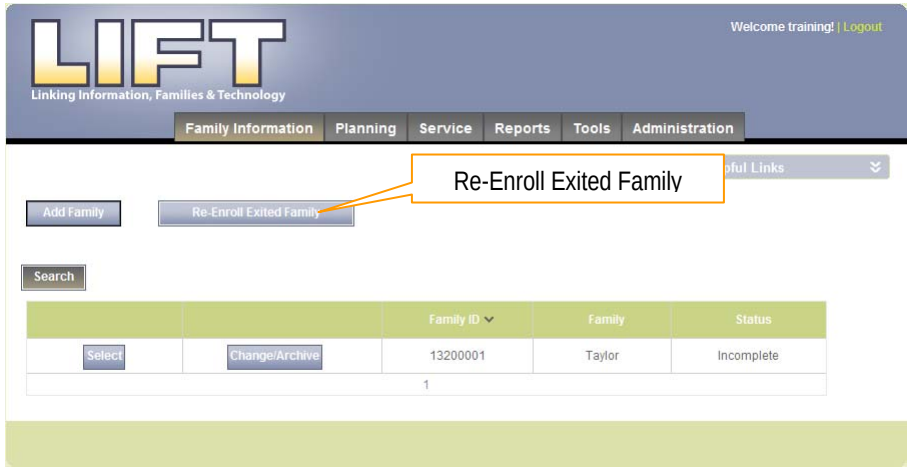
To re-enroll an exited family, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Re-Enroll Exited Family (**Re-Enroll Exited Family**) button.
4. Select the appropriate family from the dropdown and click the Go (**Go**) button.
5. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
6. Use the navigation buttons to move throughout the Enrollment process (7 pages) to fill in each form.
7. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.

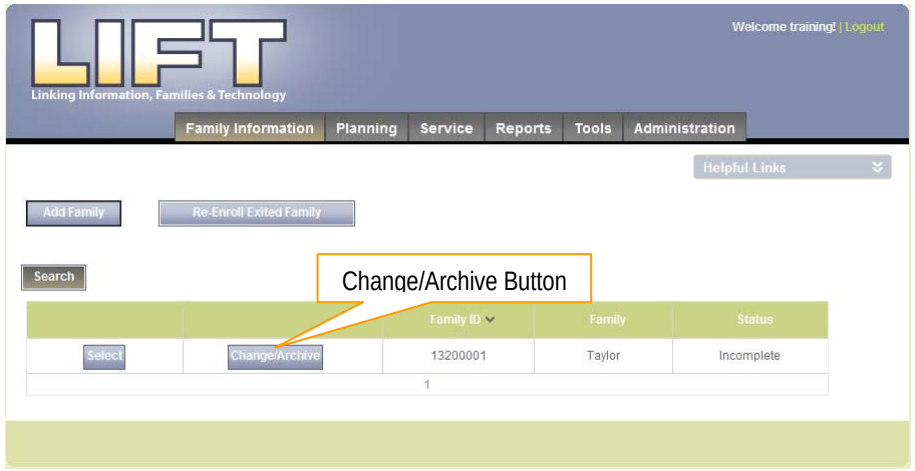


(This is a sample screen shot of the Enrollment Listing Page)

To Change/Archive a family, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Enrollment** in the sub-menu.
3. Click the Change/Archive (**Change/Archive**) button next to the appropriate Family.
4. You will receive confirmation; click the OK (**OK**) button to archive the record.
5. You will receive a message that the record was successfully archived.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screen shot of the Enrollment Listing Page)

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Verifying the Address

The address information for both the family and the family member will now be verified using Group One software. This software contains all addresses within Allegheny County. In addition, it aids in keeping the address information consistent throughout the application by maintaining abbreviations (e.g., St, Ave, etc.), assigning Zip Code, etc.

- If an alternative address is displayed and you want to accept that address, choose the address and click the

(Save/Exit) button.
- If an alternative address is displayed and you are certain that the address you've provided is correct, choose the "Save without verifying" option.
- If you get a message stating, "The Address You Entered Is Invalid", first click the

(Cancel) button and review the address data entered for data entry errors. If none are found, choose "Save without verifying" when prompted to verify again.

Tips

- In most cases, the alternative address will be nearly identical to the one entered with the exception of the city name used by the United States Postal Service. For example, if the city, Pittsburgh, is entered with a zip code of 15201, the alternative address will show Arsenal as the correct city.

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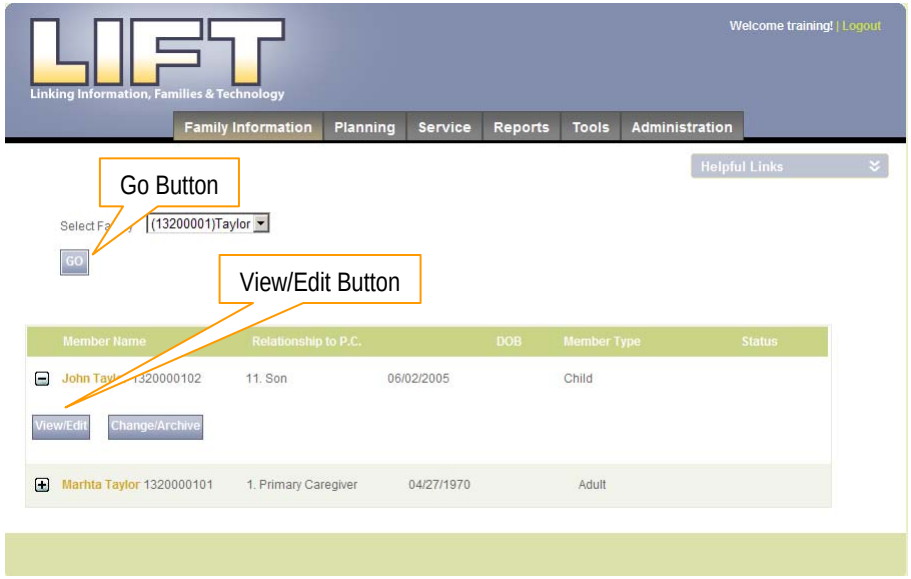
Member Profiles

The Profile form is used to collect information about the individual participants who are being enrolled as intensive.

1. Click **Family Information** in the menu.
2. Click **Profiles** in the sub-menu.
3. Select the **Family** you wish to enter information for from the **Select Family** dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.

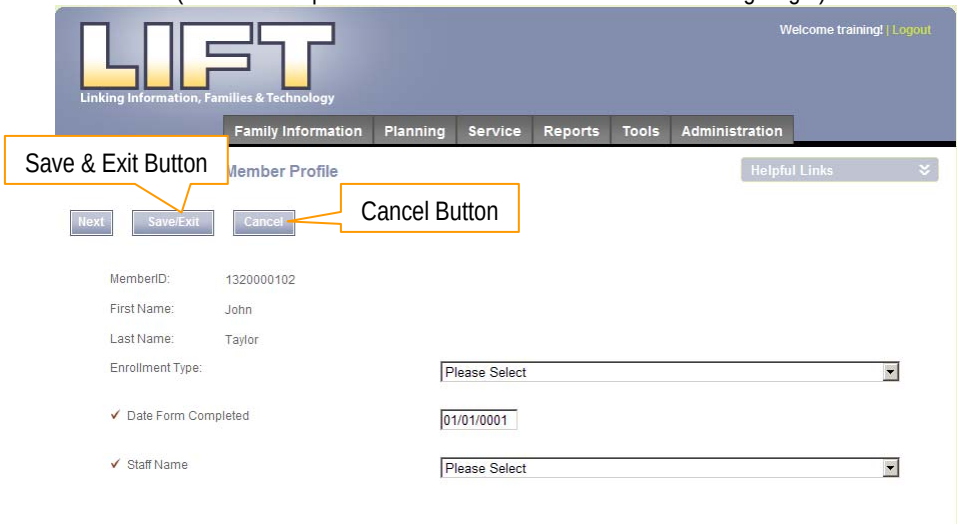
   *Note: The ⊞ becomes a ⊟ and more details are displayed.
6. Click the View/Edit (View/Edit) button for the member profile record you want to enter/edit.



(This is a sample screen shot of the Member Profiles Listing Page.)

7. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
8. Use the navigation buttons to move throughout the Profile pages (page numbers vary, see Tips below) to fill in each form.
9. Click the Save/Exit (Save/Exit) button when completed.

   **Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button



(This is a sample screen shot of the Member Profiles Edit Page. This is a partial screenshot.)

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Tips

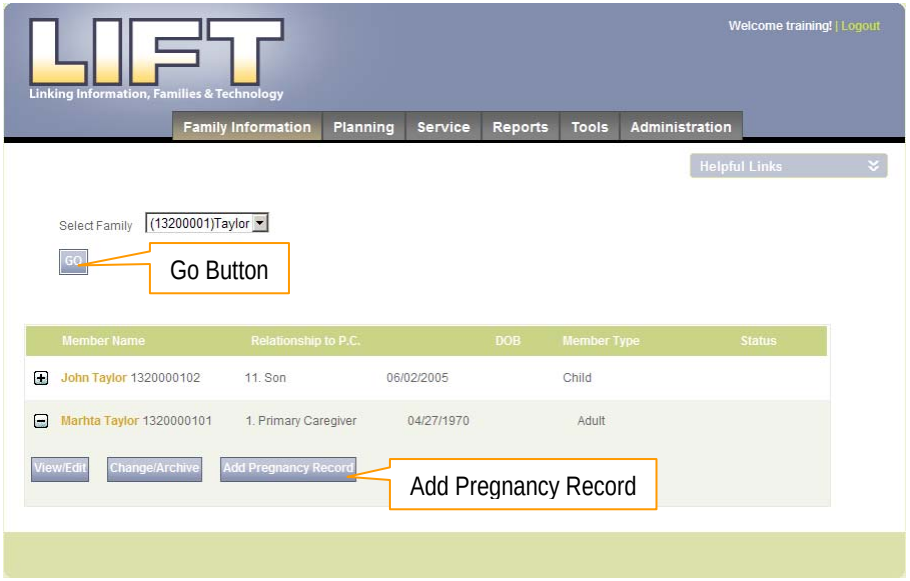
- The Profile form (pages within the form) may be different based on the A/T/TP/Child selection made when the Enrollment record was completed.
- If you need to make a "status" change to the record or just archive the record, you must click the Change/Archive (Change/Archive) button next to the record on the listing page.
  (See the Change/Archive Profile section for details.)

To enter a pregnancy record, perform the following steps:

1. Click Family Information in the menu.
2. Click Profiles in the sub-menu.
3. Select the Family you wish to enter information for from the Select Family dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.

   *Note: The ⊞ becomes a ⊟ and more details are displayed.
6. Click Add Pregnancy Record under the family member's name to enter their Pregnancy information.

   *Note: When you identify a member as being pregnant in the Enrollment form, an Add Pregnancy Record link will automatically be created on the Profile listing page.



(This is a sample screen shot of the Profile Listing Page.)

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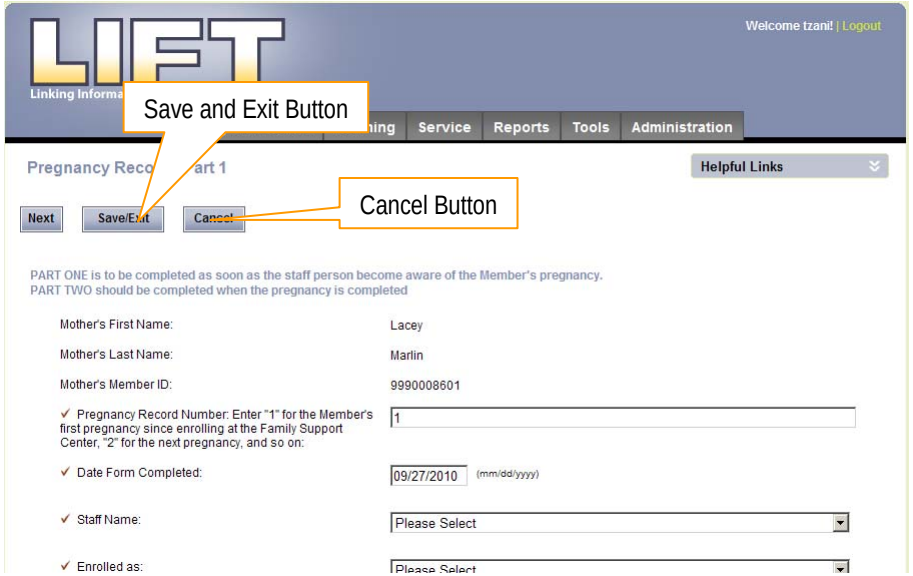
7. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
8. Use the navigation buttons to move throughout the Pregnancy Record pages (3 pages) to fill in each form.
9. Click the Save/Exit (Save/Exit) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screen shot of the Pregnancy Record Edit Page. This is a partial screenshot.)

Tips

- When you identify a member as being pregnant in the Member Profile form, an empty Pregnancy record will automatically be created on the Profile listing page. Therefore you will only need to add new pregnancy records for subsequent pregnancies.
- Page three of the Pregnancy form must be updated when the member is no longer Pregnant.

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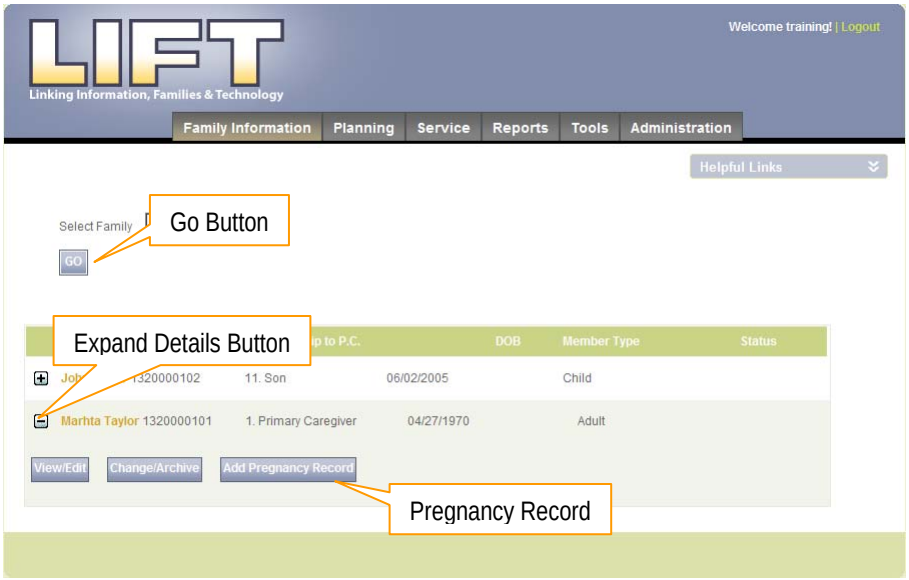
To edit a Pregnancy record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Profiles** in the sub-menu.
3. Select the **Family** you wish to enter information for from the **Select Family** dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.

   *Note: The ⊞ becomes a ⊟ and more details are displayed.
6. Click **Pregnancy Record** under the family member's name to edit their Pregnancy information.
7. Make any changes needed to the form.
8. Click the Save/Exit (Save/Exit) button when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



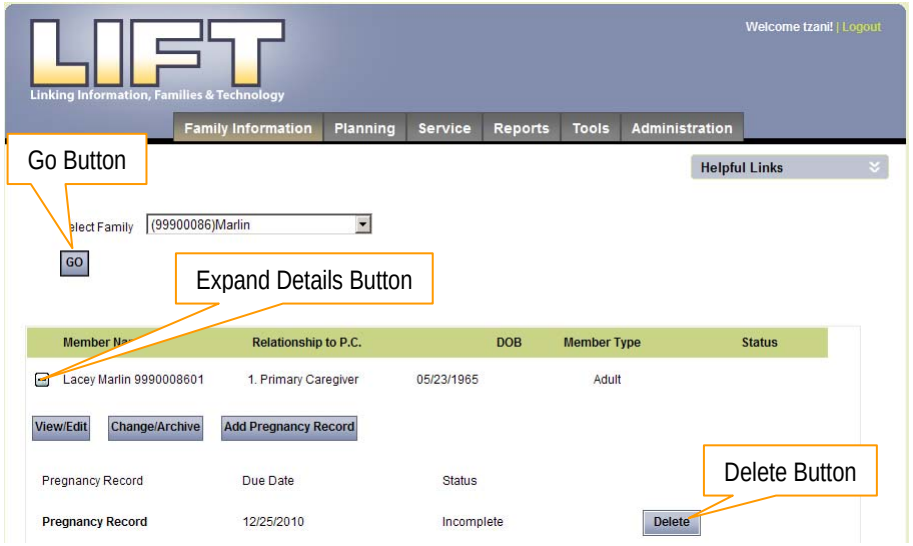
(This is a sample screen shot of the Profile Listing Page.)

To delete a Pregnancy record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Profiles** in the sub-menu.
3. Select the **Family** you wish to enter information for from the **Select Family** dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.

   *Note: The ⊞ becomes a ⊟ and more details are displayed.
6. Click the Delete button next to the **Pregnancy Record** under the family member's name.
7. Click the Save/Exit (Save/Exit) button when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel).



(This is a sample screen shot of the Profile Listing Page.)

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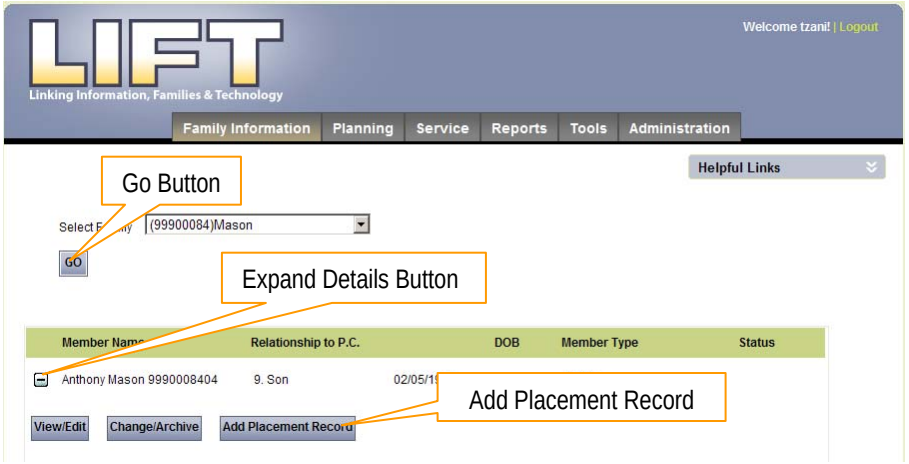
To enter a Placement Record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Profiles** in the sub-menu.
3. Select the **Family** you wish to enter information for from the **Select Family** dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.

   *Note: The ⊞ becomes a ⊟ and more details are displayed.
6. Click **Add Placement Record** under the family member's name to enter/edit their Out of Placement information.

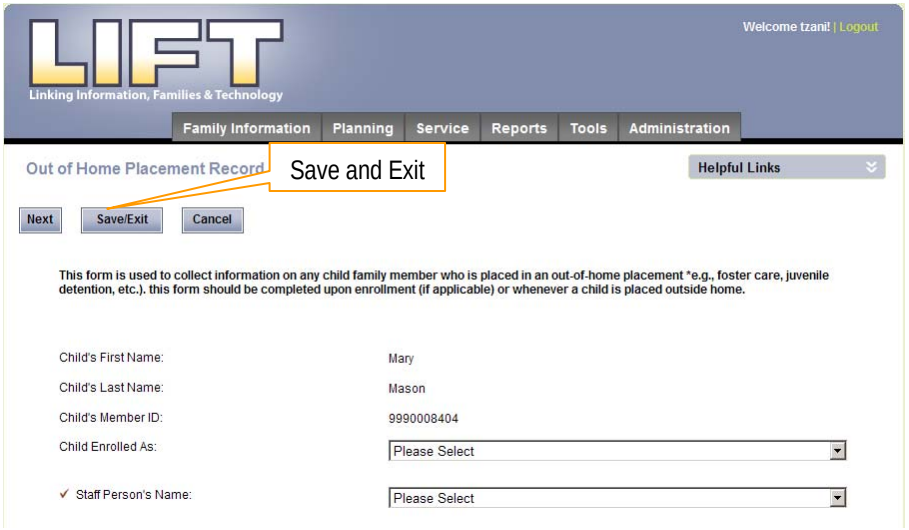
   *Note: When you identify a member as living in an Out of Home placement in the Enrollment form, an **Add Placement Record** link will automatically be created on the Profile listing page.



(This is a sample screen shot of the Member Profiles Listing Page. This is a partial screenshot.)

7. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
8. Use the navigation buttons to move throughout the Out of Placement Record pages (2 pages) to fill in each form.
9. Click the Save/Exit (Save and Exit) button when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screen shot of the Out of Home Placement Edit Page. This is a partial Screenshot.)

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Tips

- Page two of the Out-of-Home Placement form must be updated when there is a change in the status of the child who has been placed out-of-home or when the expected date of the child's return to family has passed.

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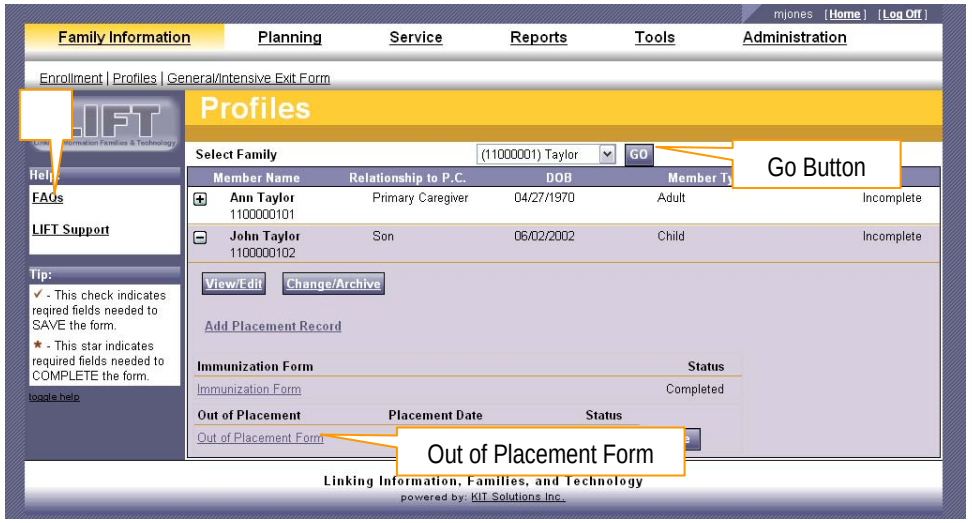
To edit a Placement record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Profiles** in the sub-menu.
3. Select the **Family** you wish to enter information for from the **Select Family** dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.

   *Note: The ⊞ becomes a ⊟ and more details are displayed.
6. Click **Out of Placement Form** under the family member's name to edit their Placement information.
7. Make any changes needed to the form.
8. Click the Save/Exit (**Save and Exit**) button when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



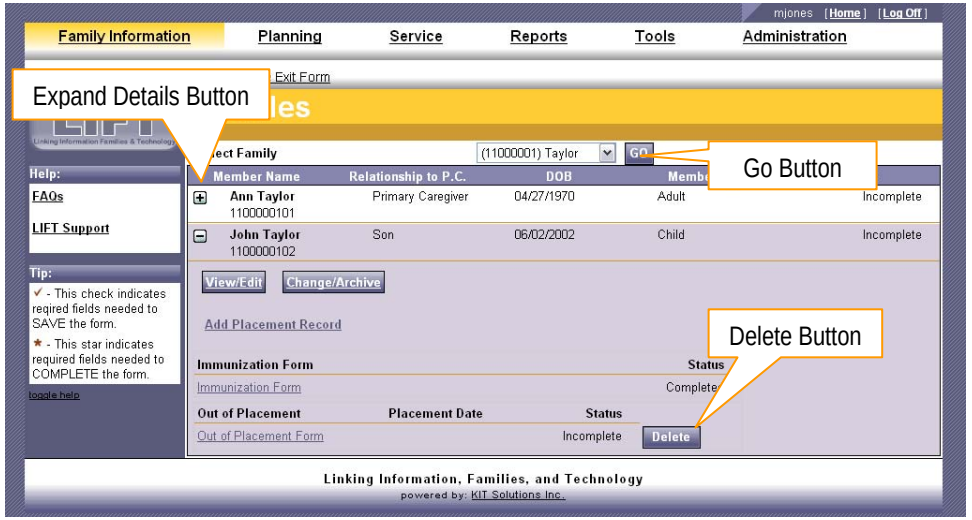
(This is a sample screen shot of the Member Profiles Listing Page. This is a partial screenshot.)

To delete a Placement record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Profiles** in the sub-menu.
3. Select the **Family** you wish to enter information for from the **Select Family** dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.

   *Note: The ⊞ becomes a ⊟ and more details are displayed.
6. Click the Delete button next to the **Out of Placement Form** under the family member's name.
7. You will receive a confirmation message asking if you are sure. Click the OK (OK) button.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screen shot of the Member Profiles Listing Page. This is a partial screenshot.)

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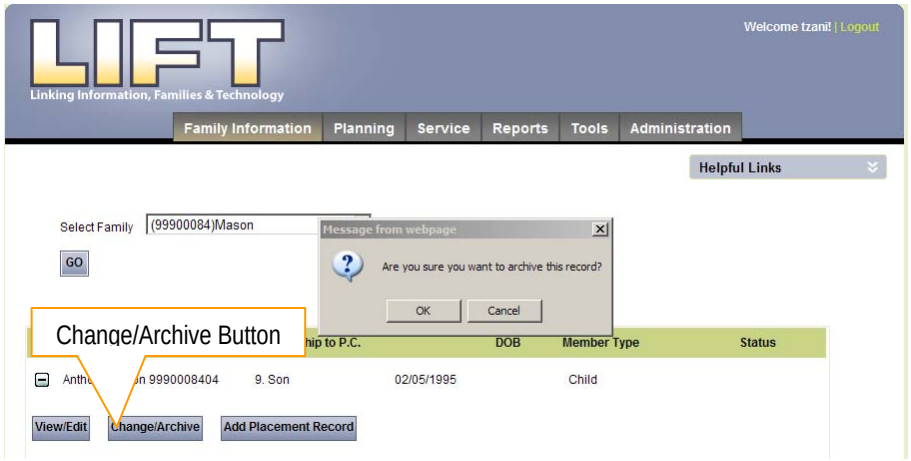
To Change/Archive a profile, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **Profiles** in the sub-menu.
3. Select the **Family** you wish to enter information for from the **Select Family** dropdown list.
4. Click the GO (GO) button.
5. Click the ⊞ button to maximize the family member details.
6. Click the Change/Archive (**Change/Archive**) button.
7. You will receive confirmation; click the OK (OK) button to archive the record.
8. You will receive a message that the record was successfully archived.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screen shot of the Archive Confirmation message. This is a partial screenshot.)

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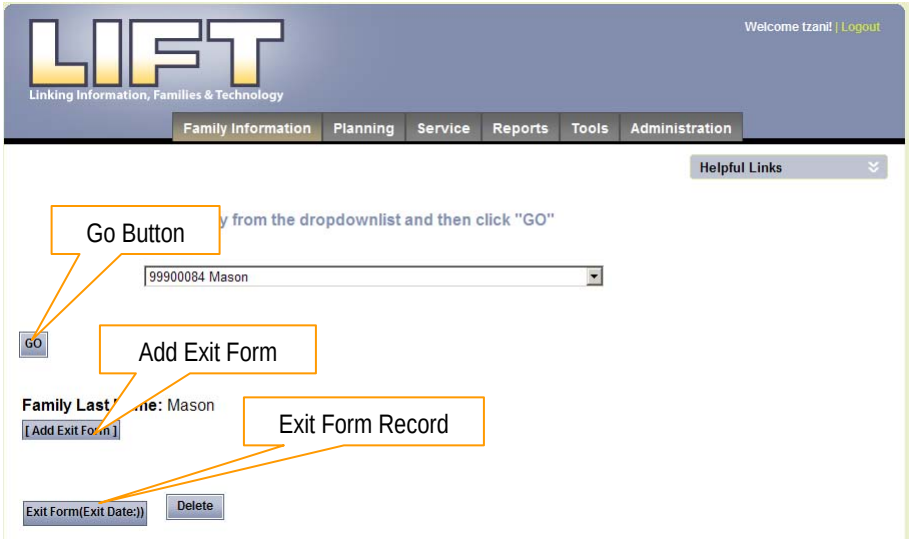
General/Intensive Exit Form

Whenever a family or family member stops receiving services or when a family is transferred from general to intensive (or vice versa), the Exit Form must be completed.

1. Click **Family Information** in the menu.
2. Click **General/Intensive Exit Form** in the sub-menu.
3. Select the **Family** you wish to add a record for from the dropdown list.
4. Click the GO (GO) button.
5. A new record will appear. Click the **[Add Exit Form]** link next t the Family name.
6. Click the newly created **Exit Form** record. Exit Form(Exit Date:))
   a. If **exiting the entire family**, select *Yes* from the drop box for the question: "Is the entire family going to stop receiving services from the program in which they are currently enrolled?"
      i. Enter in the appropriate data for each field and click the Save (**Save**) button.
   b. If **exiting an individual member**, select *No* and click the **Add Exiting Member** button.



(This is a sample screen shot of the Service Exit Form listing page.)

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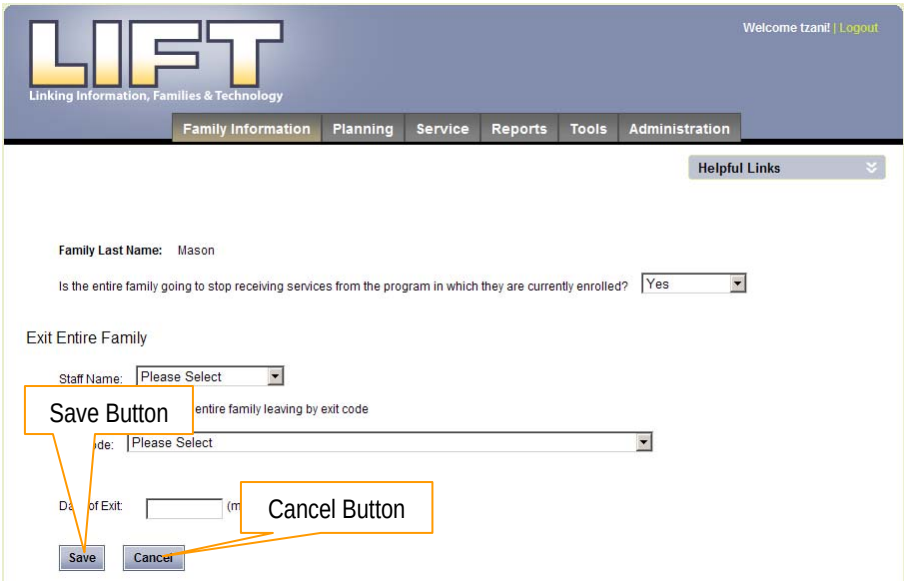
7. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
8. Click the Save (Save) button.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screen shot of the Service Exit Form. This is a partial screenshot.)

Tips

- You must click the Finish (Finish) button after saving a record in order to delete and/or archive all of the family and/or member records. If transferring a family, you will only have to edit their enrollment type in the Enroll Form (This can be done on *page 2 of 7*.)

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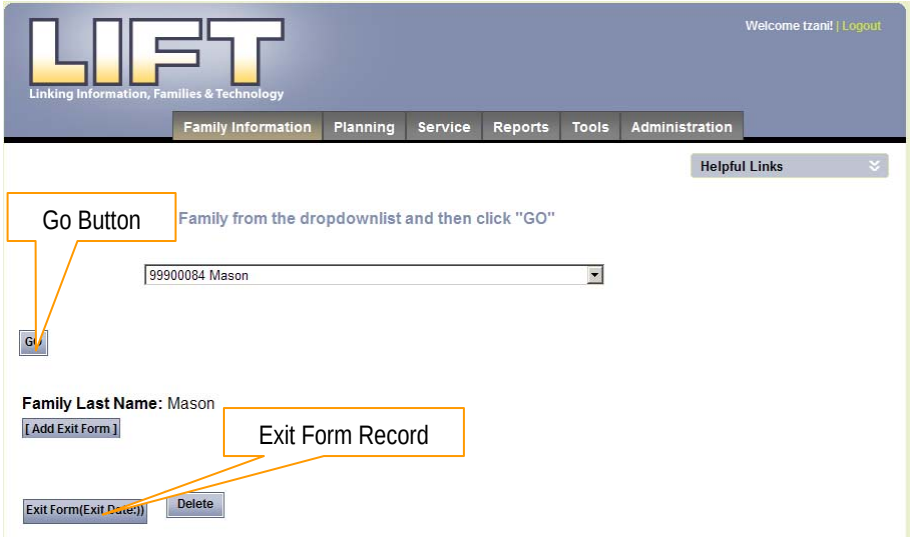
To edit an Exit record, perform the following steps:

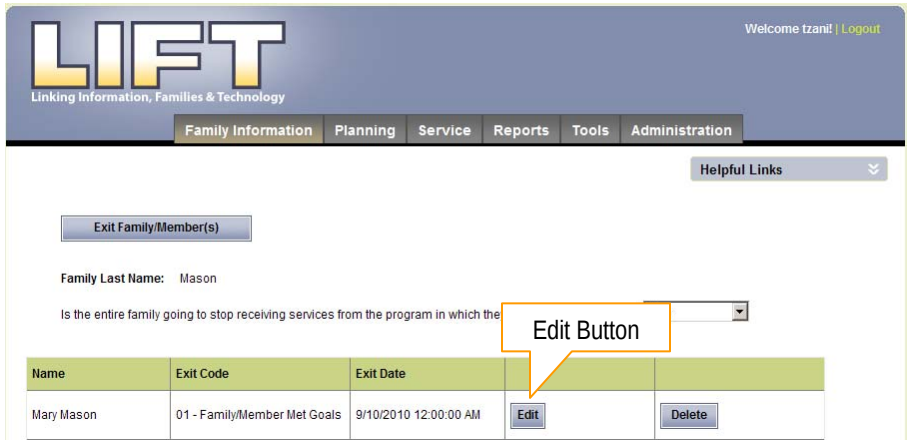
1. Click **Family Information** in the menu.
2. Click **General/Intensive Exit Form** in the sub-menu.
3. Select the **Family** you wish to add a record for from the dropdown list.
4. Click the GO (GO) button.
5. Click the **Exit Form** (Exit Form(Exit Date:)) record you wish to edit.



(This is a sample screen shot of the Service Exit Form Listing Page.)

6. Click the Edit (**Edit**) button next to the record you wish to edit.
7. Make any changes needed to the form.
8. Click the Save (**Save**) button.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screen shot of the Exit Form Edit Page. This is a partial screenshot.)

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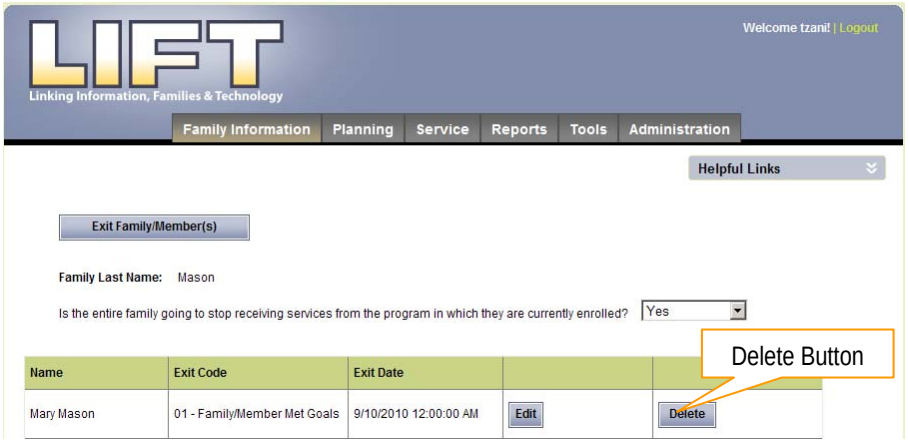
To delete an Exit record, perform the following steps:

1. Click **Family Information** in the menu.
2. Click **General/Intensive Exit Form** in the sub-menu.
3. Select the **Family** you wish to delete a record for from the dropdown list.
4. Click the GO (**GO**) button.
5. Click the Delete (**Delete**) button below the **Exit Form** (Exit Form(Exit Date:)) record you wish to delete.
6. You will receive a confirmation message asking if you are sure. Click the OK (**OK**) button.

*Note: To cancel the deletion, click the Cancel (**Cancel**) button.



(This is a sample screen shot of the Service Exit Form Listing Page.)

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PLANNING

Under Construction

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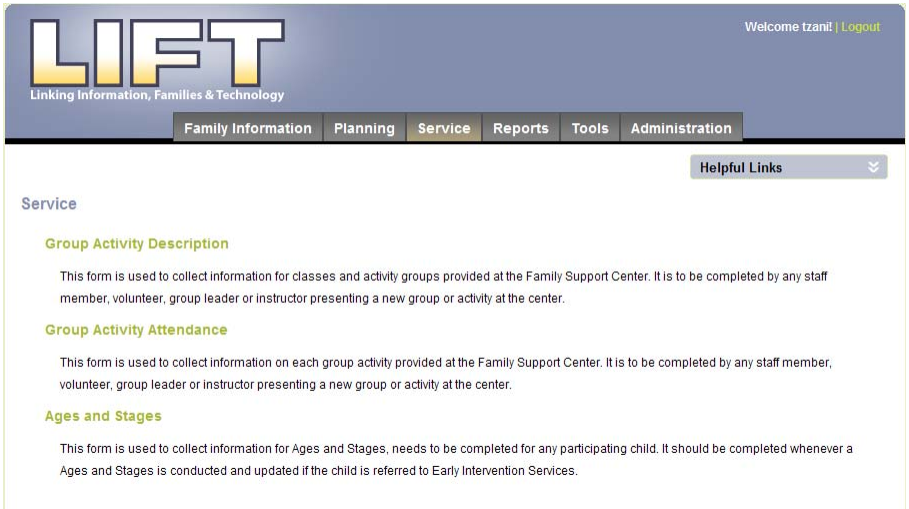
In Service, the user is able to perform the following tasks:

1. Enter and edit Group Activity Description
2. Enter and edit Group Activity
3. Enter and edit Ages and Stages

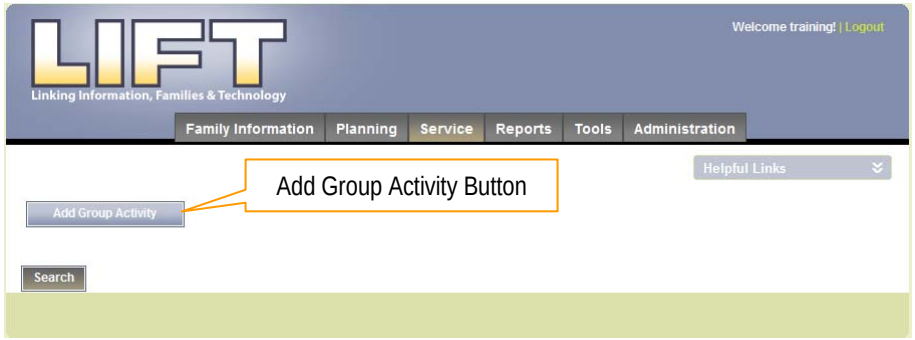

LIFT
Linking Information, Families & Technology
Welcome tzani! | Logout
Family Information
Planning
Service
Reports
Tools
Administration
Helpful Links
Service
Group Activity Description
This form is used to collect information for classes and activity groups provided at the Family Support Center. It is to be completed by any staff member, volunteer, group leader or instructor presenting a new group or activity at the center.
Group Activity Attendance
This form is used to collect information on each group activity provided at the Family Support Center. It is to be completed by any staff member, volunteer, group leader or instructor presenting a new group or activity at the center.
Ages and Stages
This form is used to collect information for Ages and Stages, needs to be completed for any participating child. It should be completed whenever a Ages and Stages is conducted and updated if the child is referred to Early Intervention Services.

(This is a screenshot of the Service Landing Page.)

Group Activity Description

To collect information for classes and group activities provided at the Family Support Center, use the Group Activity Description form.

1. Click **Service** in the menu.
2. Click **Group Activity Description** in the sub-menu.
3. Click the Add Group Activity (**Add Group Activity**) button to enter the details of the group activity.



(This is a sample screenshot of the Group Activity Description Listing Page.)

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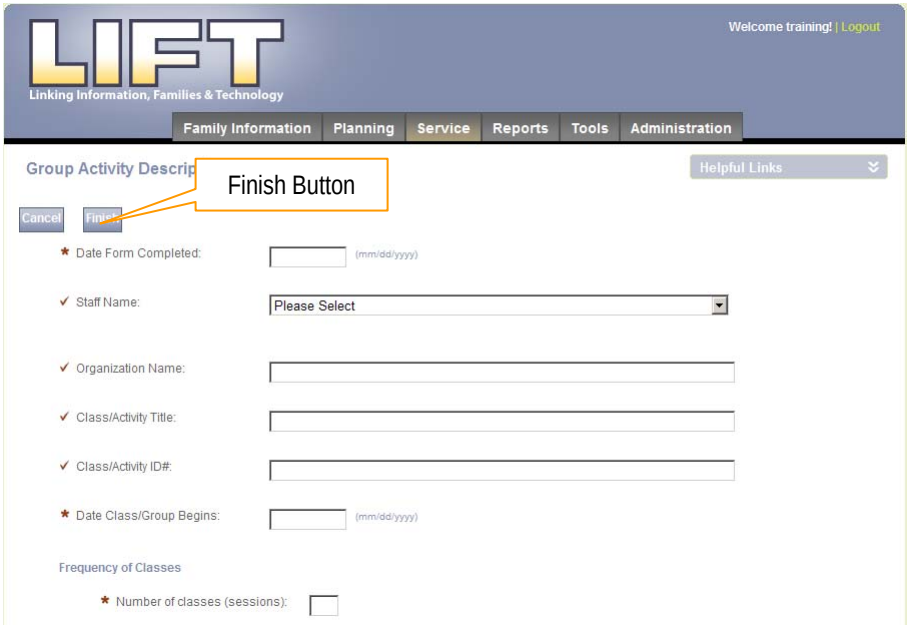
4. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
5. Click the Finish (Finish) button when completed.

**Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button



(This is a partial screenshot of the Group Activity Description Edit Page.)

Tips

- You must now define the class/activity type (e.g. Parent Support Group) for the purpose of reporting to the County through the monthly, quarterly, and annual Family Center Report.

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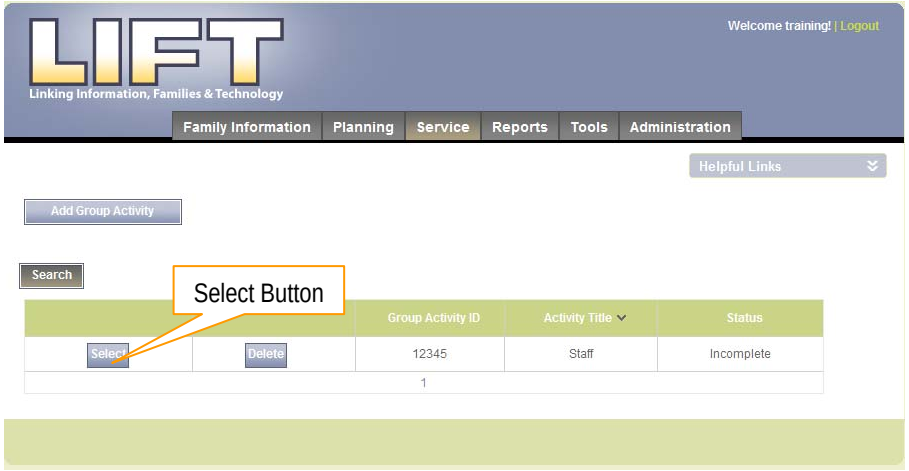
To edit a Group Activity Description, perform the following steps:

1. Click **Service** in the menu.
2. Click **Group Activity Description** in the sub-menu.
3. Click the Select (**Select**) button next to the record you want to edit.
4. Make any changes needed to the form.
5. Click the Finish (**Finish**) button when completed.

**Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button

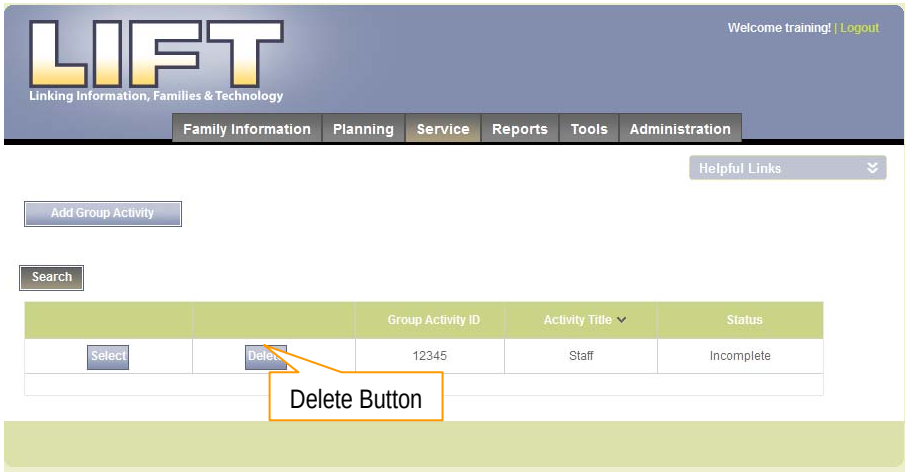


(This is a sample screenshot of the Group Activity Description Listing Page.)

To delete a Group Activity Description, perform the following steps:

1. Click **Service** in the menu.
2. Click **Group Activity Description** in the sub-menu.
3. Click the Delete (**Delete**) button next to the record you wish to delete.
4. You will receive a confirmation message asking if you are sure. Click the OK (**OK**) button.

*Note: To cancel the deletion, click the Cancel (Cancel) button.



(This is a sample screenshot of the Group Activity Description Listing Page.)

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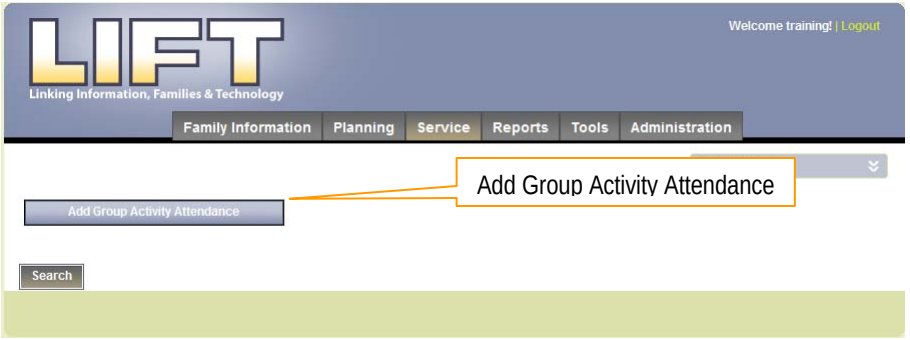
Group Activity

To collect specific information on each group activity provided at the Family Support Center, use the Group Activity form.

1. Click **Service** in the menu.
2. Click **Group Activity** in the sub-menu.
3. Click the Add Group Activity Attendance (**Add Group Activity Attendance**) button to enter the details of the group activity.
4. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
5. Click the Finish (**Finish**) button when completed.

Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel**) button



(This is a sample screenshot of the Group Activity Listing Page.)

Tips

- You must first save a class/activity in the Group Activity Description module before saving a record in the Group Activity module.
- Attendee is an additional form that can be completed within the Group Activity section. (This can be done by clicking the Add Goals (**Add Goal**) button). (See the Attendee section for instructions.)
- Staff is an additional form that can be completed within the Group Activity section. (This can be done clicking the Add Activity (**Add Activity**) button). (See the Staff section for instructions.)

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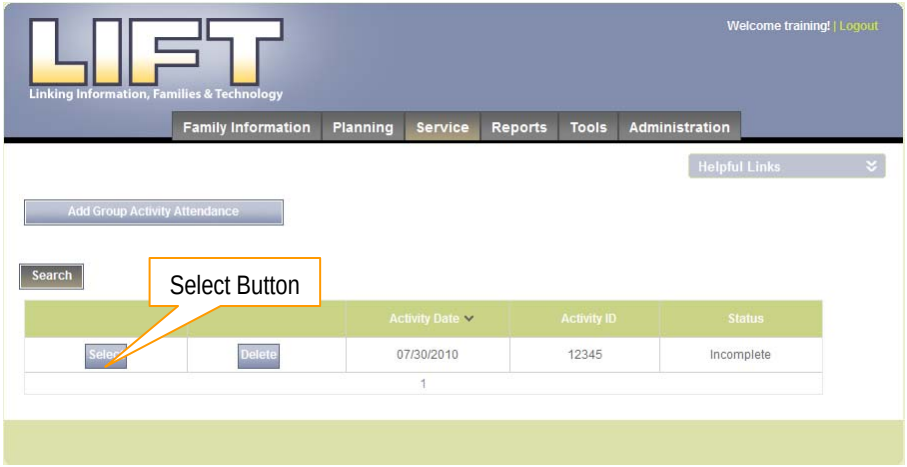
To edit a Group Activity, perform the following steps:

1. Click **Service** in the menu.
2. Click **Group Activity** in the sub-menu.
3. Click the Select (**Select**) button next to the record you want to edit.
4. Make any changes needed to the form.
5. Click the Finish (**Finish**) button when completed.

   Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel**) button

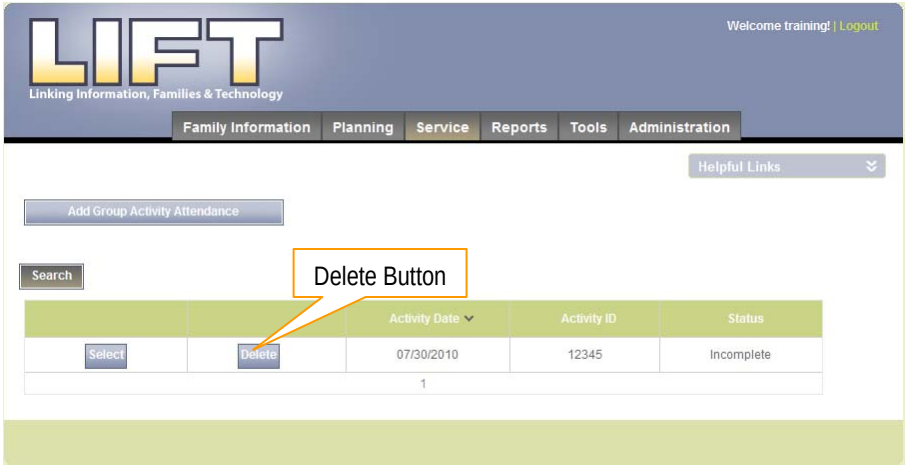


(This is a sample screenshot of the Group Activity Listing Page.)

To delete a Group Activity, perform the following steps:

1. Click **Service** in the menu.
2. Click **Group Activity** in the sub-menu.
3. Click the Delete (**Delete**) button next to the record you wish to delete.
4. You will receive a confirmation message asking if you are sure. Click the OK (**OK**) button.

   *Note: To cancel the deletion, click the Cancel (**Cancel**) button.



(This is a partial screenshot of the Group Activity Listing Page.)

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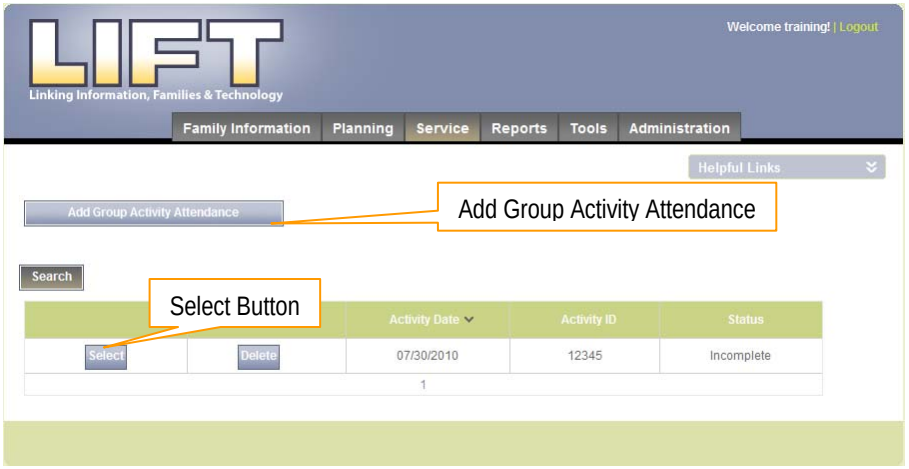
To enter an Attendee, perform the following steps:

1. Click **Service** in the menu.
2. Click **Group Activity** in the sub-menu.
3. Click the Add Group Activity Attendance (**Add Group Activity Attendance**) button if adding a new activity or click the Select (**Select**) button next to a record that needs edited.



(This is a sample screenshot of the Group Activity Attendees Page. This is a partial screenshot.)

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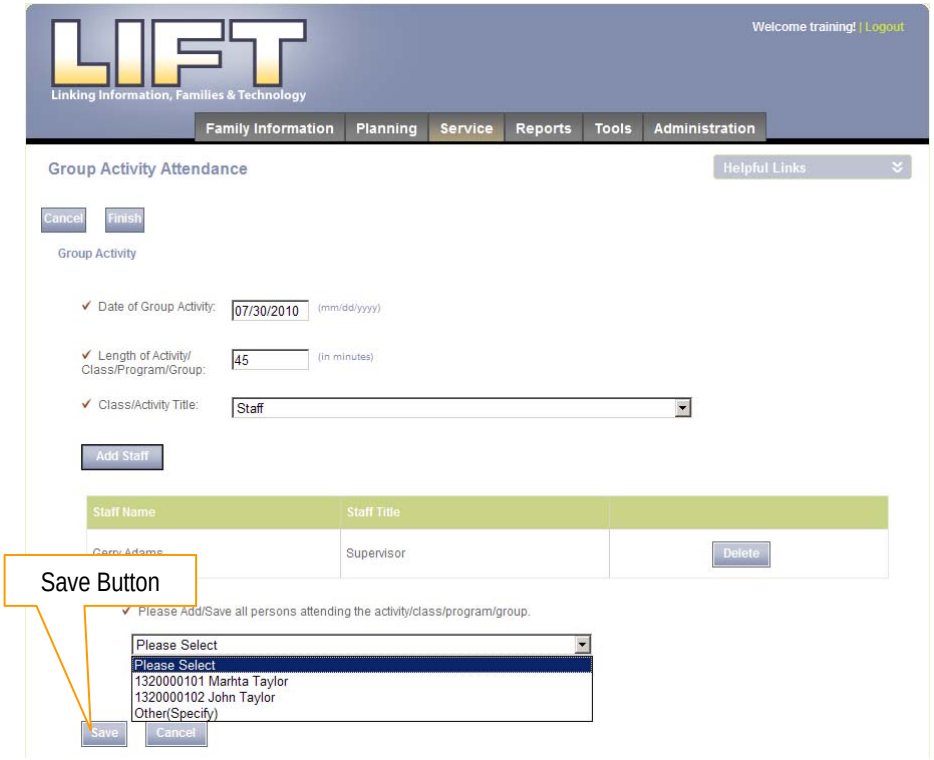
4. Select an attendees name from the dropdown list.
5. Click the Save (Save) button when completed.

**Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button



(This is a sample screenshot of the Group Activity Attendees Page. This is a partial screenshot.)

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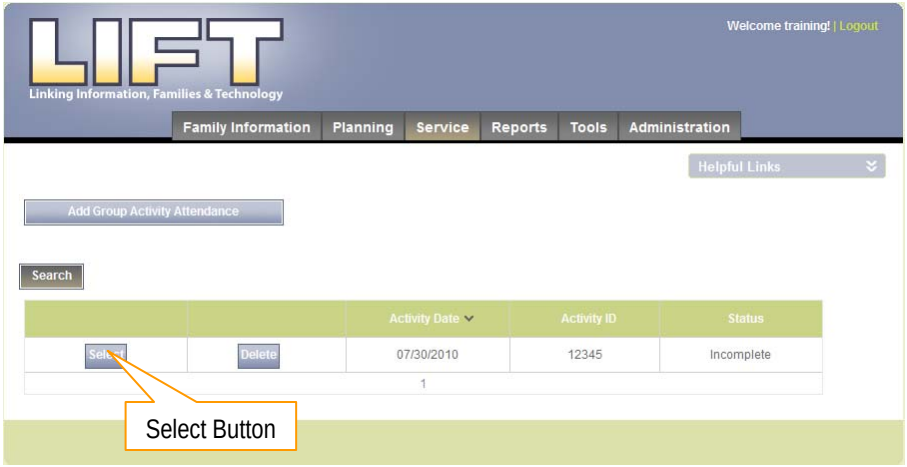
To delete an Attendee, perform the following steps:

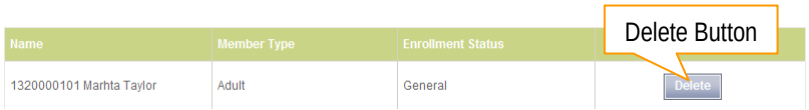
1. Click **Service** in the menu.
2. Click **Group Activity** in the sub-menu.
3. Click the Select (**Select**) button next to a record that needs edited.



(This is a sample screenshot of the Group Activity Listing Page.)

4. Click the Delete (**Delete**) button next to the Attendee you wish to delete.
5. You will receive a confirmation message asking if you are sure. Click the OK (**OK**) button.

*Note: To cancel the deletion, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Group Activity Attendees Page. This is a partial screenshot.)

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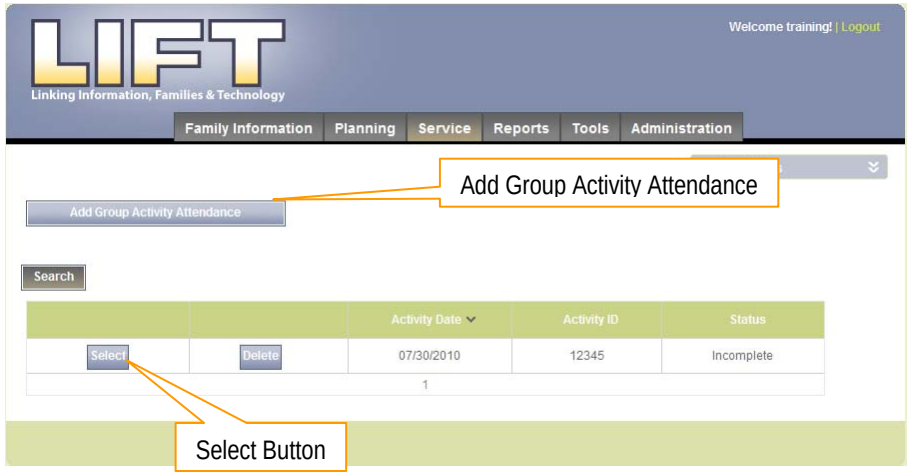
To enter Staff, perform the following steps:

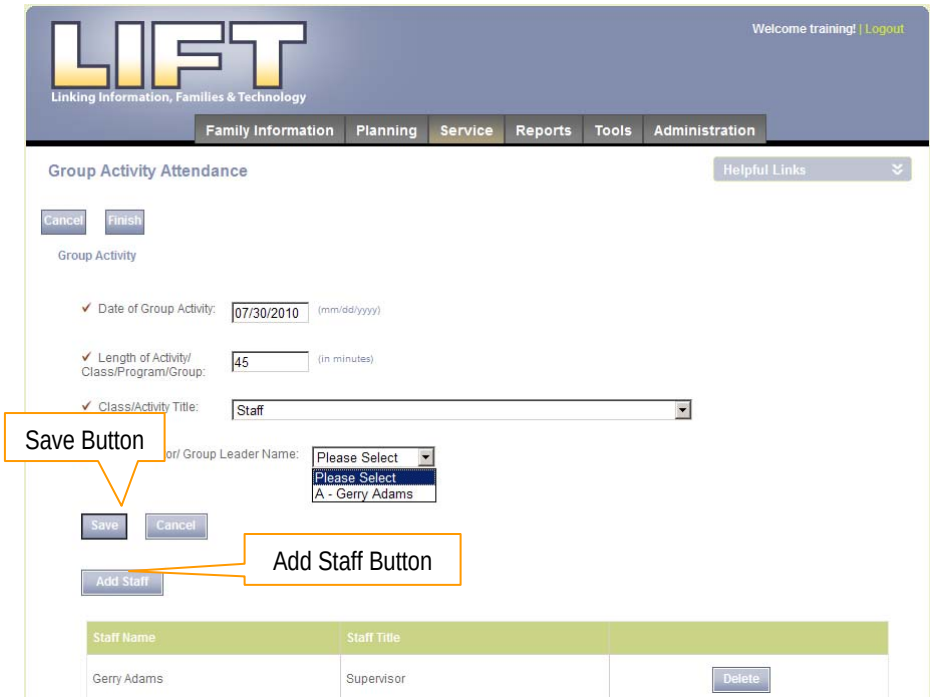
1. Click **Service** in the menu.
2. Click **Group Activity** in the sub-menu.
3. Click the Add Group Activity Attendance (**Add Group Activity Attendance**) button if adding a new activity or click the Select (**Select**) button next to a record that needs edited.



(This is a sample screenshot of Group Activity Listing Page.)

4. Click the Add Staff (**Add Staff**) button.
5. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
6. Click the Save (**Save**) button.

Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel**) button



(This is a sample screenshot of Group Activity Edit Page. This is a partial screenshot.)

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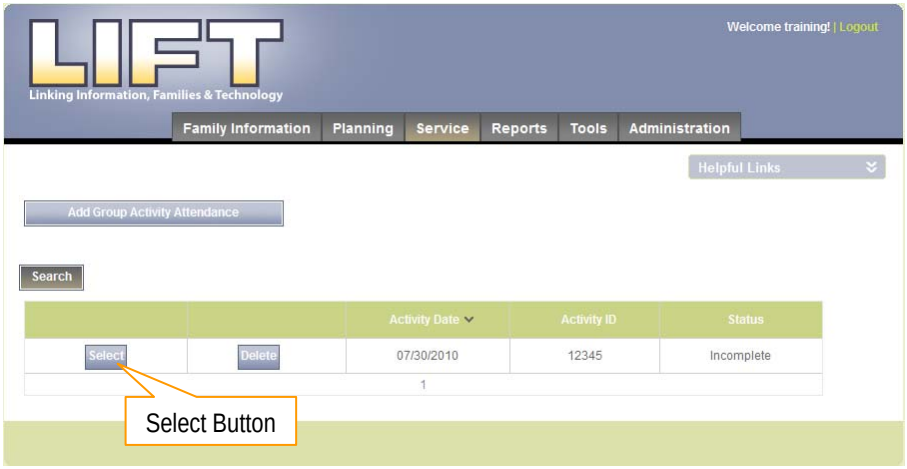
Tips

- To add additional staff, click the Add Staff (**Add Staff**) button again and follow the same instructions above.
- You do not have the ability to edit Staff. If the Staff is incorrect you will need to delete the record and re-enter the staff record.

To delete Staff, perform the following steps:

1. Click **Service** in the menu.
2. Click **Group Activity** in the sub-menu.
3. Click the Select (**Select**) button next to a record that needs edited.



(This is a sample screenshot of Group Activity add Staff Page.)

4. Click the Delete (**Delete**) button next to the Staff you wish to delete.
5. You will receive a confirmation message asking if you are sure. Click the OK (**OK**) button.

*Note: To cancel the deletion, click the Cancel (**Cancel**) button.

(This is a sample screenshot of Group Activity Edit Page. This is a partial screenshot.)

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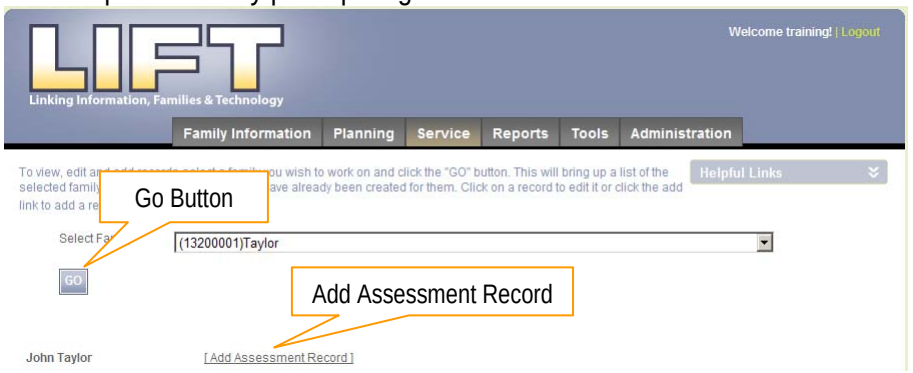
Ages and Stages

The Ages and Stages form is used to collect information from the Developmental Assessments completed for any participating child.

1. Click **Service** in the menu.
2. Click **Ages and Stages** in the sub-menu.
3. Select the **Family** you wish to enter information for from the dropdown list.
4. Click the GO (GO) button.
5. Click **[Add Assessment Record]** next to the child's name you wish to enter information for.

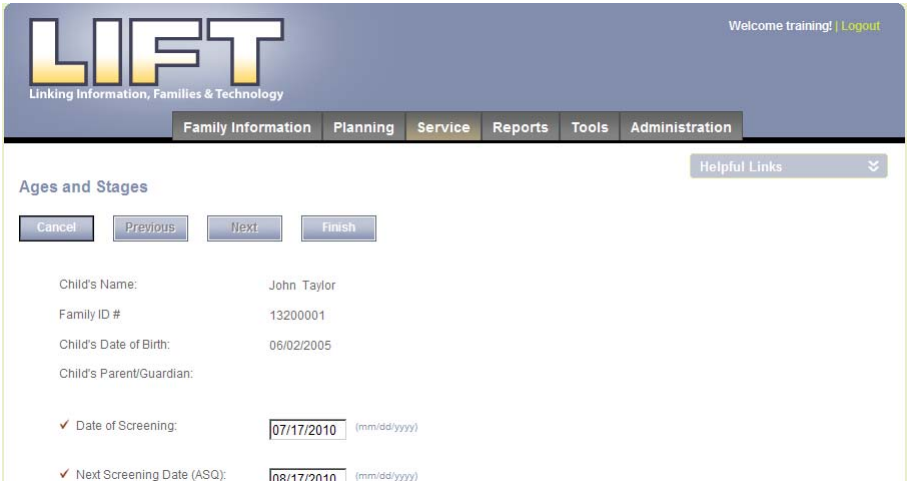
   *Note: Only registered children will appear on the Ages and Stages Listing page.



(This is a screenshot of the Ages and Stages Landing Page.)

6. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
7. Use the navigation buttons to move throughout the Assessment Record (3 pages) to fill in each form.
8. Click the Save/Exit (Save/Exit) button when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a screenshot of the Ages and Stages Assessment Record Edit Page.)

Tips

- **Part II** of the Ages and Stages Record must be updated when the child has been referred to Early Intervention (3rd question "Which agency was the child referred to?"- On page 2 of 3).

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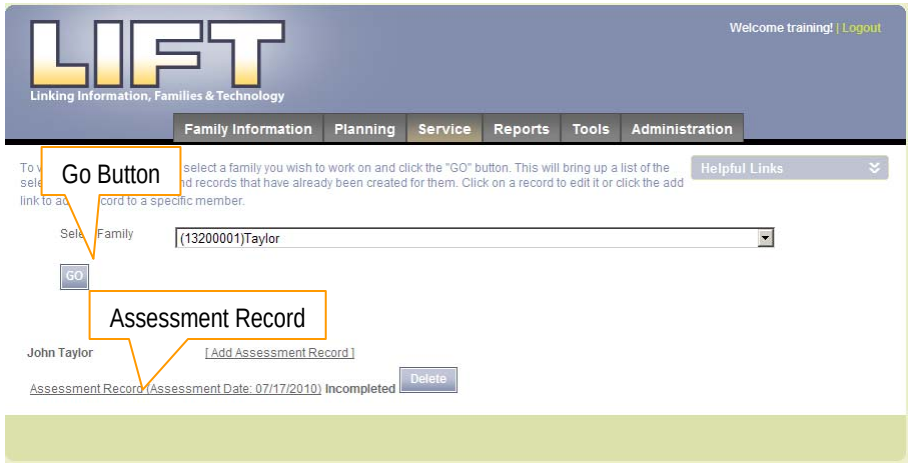
To edit an Ages and Stages Record, perform the following steps:

1. Click **Service** in the menu.
2. Click **Ages and Stages** in the sub-menu.
3. Select the **Family** you wish to enter information for from the dropdown list.
4. Click the GO (GO) button.
5. Click **Assessment Record** under the child's name.

   *Note: An assessment date will appear beside the **Assessment Record**. Be sure to select the appropriate date when editing.
6. Make any changes needed to the form.
7. Click the Save/Exit (**Save/Exit**) button when completed.

   *Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.

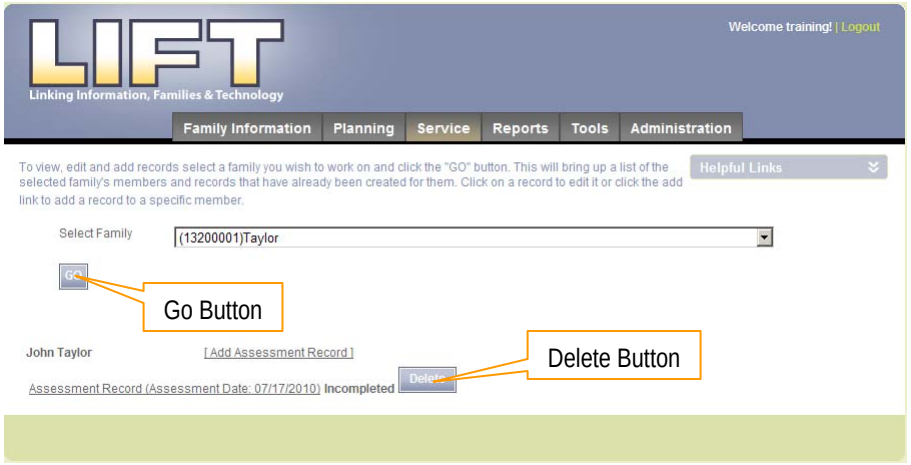


(This is a sample screenshot of Ages and Stages Listing Page.)

To delete an Ages and Stages Record, perform the following steps:

1. Click **Service** in the menu.
2. Click **Ages and Stages** in the sub-menu.
3. Select the **Family** you wish to delete a record for from the dropdown list.
4. Click the GO (GO) button.
5. Click the Delete (**Delete**) button next to the Assessment Record you wish to delete.
6. You will receive a confirmation message asking if you are sure. Click the OK (**OK**) button.

   *Note: To cancel the deletion, click the Cancel (**Cancel**) button.


LIFT
Linking Information, Families & Technology
Welcome training! | Logout
Family Information
Planning
Service
Reports
Tools
Administration
Helpful Links
To view, edit and add records select a family you wish to work on and click the "GO" button. This will bring up a list of the selected family's members and records that have already been created for them. Click on a record to edit it or click the add link to add a record to a specific member.
Select Family
(13200001)Taylor
GO
Go Button
John Taylor
[Add Assessment Record]
Assessment Record (Assessment Date: 07/17/2010) Incompleted
Delete
Delete Button

(This is a sample screenshot of Ages and Stages Listing Page.)

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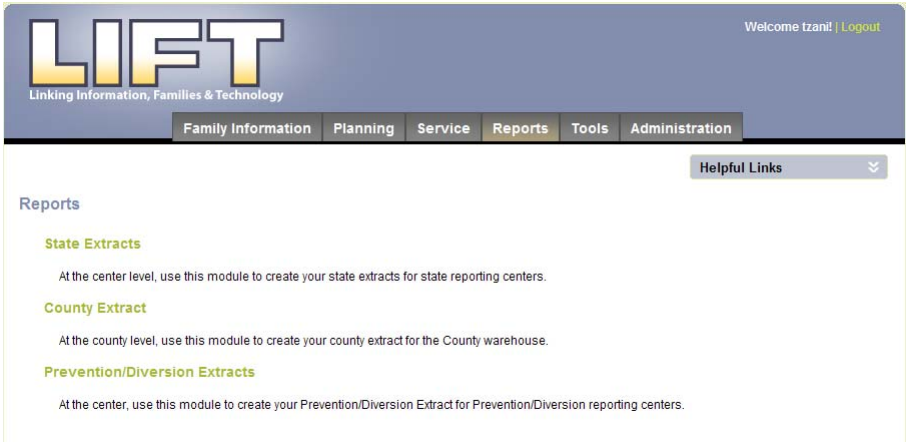
REPORTS

In Reports, the user is able to perform the following tasks:

1. Download and save State Extracts (State Reporting centers only)
2. Download and save County Extracts (County only)
3. Download and save Prevention/Diversion Extract


LIFT
Linking Information, Families & Technology
Welcome tzani! | Logout
Family Information
Planning
Service
Reports
Tools
Administration
Helpful Links
Reports
State Extracts
At the center level, use this module to create your state extracts for state reporting centers.
County Extract
At the county level, use this module to create your county extract for the County warehouse.
Prevention/Diversion Extracts
At the center, use this module to create your Prevention/Diversion Extract for Prevention/Diversion reporting centers.

(This is a screenshot of the Reports Landing Page.)

County Extract

At the county level, use this module to create your county extract for the County warehouse.

To view and/or print the County FSC report (All Site level staff), perform the following steps:

1. Click **Reports** in the menu.
2. Click **County Extract** in the sub-menu.
3. Select the type of report you wish to view/print from the drop down menus.
4. Click the Export (**Export**) button. A new window will open displaying the selected report.

(This is a sample screenshot of the County FSC Report Page. This is a partial screenshot.)

Tips

- If the report does not open immediately for you, you may have a pop-up blocker on your computer. To bypass the pop-up hold down the CTRL key on the keyboard while selecting the report form the grid.
- This report could take several minutes to load, please be patient.

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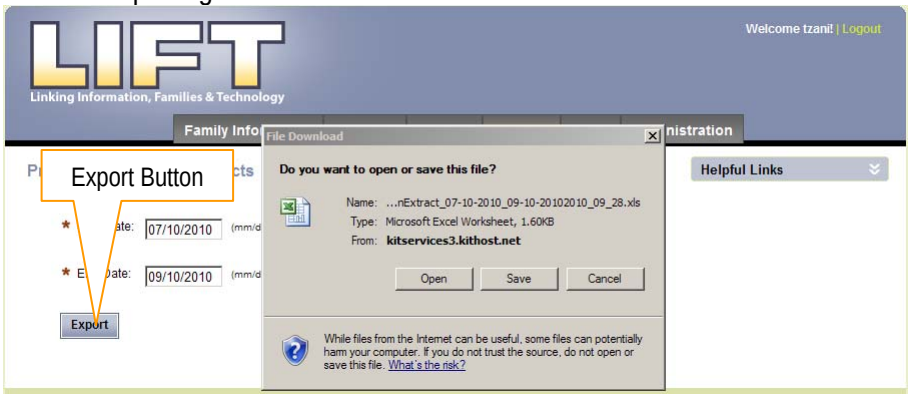
Prevention/Diversion Extract

At the center, use this module to create your Prevention/Diversion Extract for Prevention/Diversion reporting centers.

To view Site/Family Level reports (All Site level staff), perform the following steps:

1. Click **Reports** in the menu.
2. Click **Prevention/Diversion Extract** in the sub-menu.
3. Select the appropriate data from the dropdown lists.
4. Enter the specific dates into the **Start Date** and **End Date** fields as mm/dd/yyyy.
5. Click the Export (**Export**) button to open the report. A new window will open displaying the selected report.


LIFT
Linking Information, Families & Technology
Welcome tzani! | Logout
Export Button
07/10/2010
09/10/2010
Export
File Download
Do you want to open or save this file?
Name: ...nExtract_07-10-2010_09-10-20102010_09_28.xls
Type: Microsoft Excel Worksheet, 1.60KB
From: kitservices3.kithost.net
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Helpful Links

(This is a sample screenshot of the Site/Family Reports Page. This is a partial screenshot.)

Tips

- If the report does not open immediately for you, you may have a pop-up blocker on your computer. To bypass the pop-up hold down the CTRL key on the keyboard while selecting the report form the grid.

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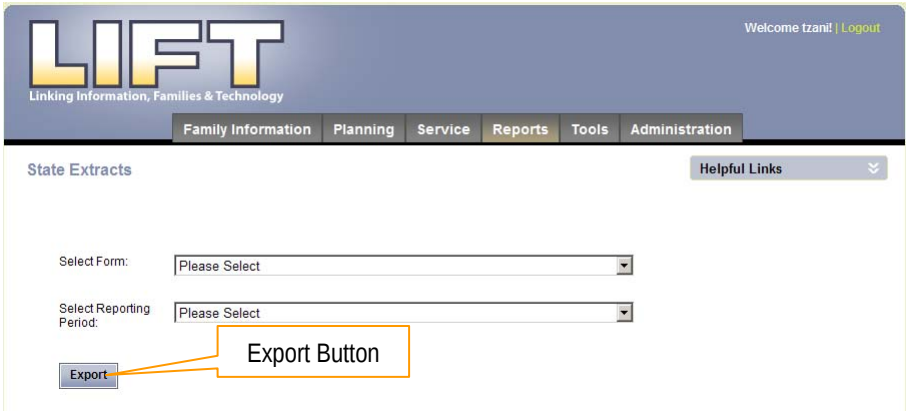
State Extracts

The State Extracts module is used to create state extracts for state reporting centers.

1. Click **Reports** in the menu.
2. Click **State Extract** in the sub-menu.
3. Select the type of report you wish to view/print from the drop down menus.
4. Click the Export (**Export**) button. A new window will open displaying the selected report.



(This is a screenshot of the State Extracts Page.)

Tips

- If the report does not open immediately for you, you may have a pop-up blocker on your computer.

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TOOLS

In Tools, the user is able to perform the following tasks:

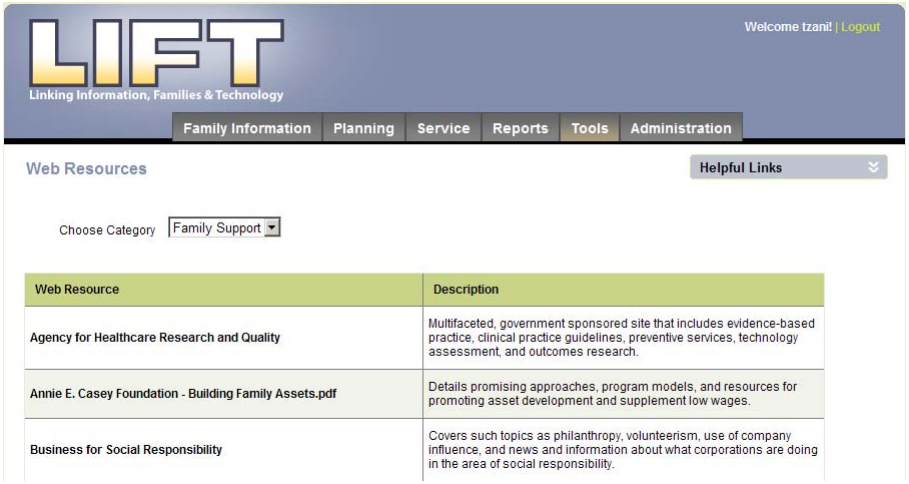
1. View web resources related to family support
2. View Library documents related to family support

(This is a screenshot of the Tools Landing Page.)

Web Resources

The Web Resources area provides a list of helpful websites related to Family Support Center issues.

1. Click **Tools** in the menu.
2. Click **Web Resources** in the sub-menu.
3. Select a category from the **Choose Category** dropdown list.
4. Browse the *Web Resource* list for the web site you would like to visit.
5. Click on the *Web Resource* link to open the web site.
   *Note: The link is the underlined *Web Resource*.
6. A new window will open displaying the web site you selected.


LIFT
Linking Information, Families & Technology
Welcome tzani! | Logout
Family Information
Planning
Service
Reports
Tools
Administration
Web Resources
Helpful Links
Choose Category
Family Support
Web Resource
Description
Agency for Healthcare Research and Quality
Multifaceted, government sponsored site that includes evidence-based practice, clinical practice guidelines, preventive services, technology assessment, and outcomes research.
Annie E. Casey Foundation - Building Family Assets.pdf
Details promising approaches, program models, and resources for promoting asset development and supplement low wages.
Business for Social Responsibility
Covers such topics as philanthropy, volunteerism, use of company influence, and news and information about what corporations are doing in the area of social responsibility.

(This is a partial screenshot of the Web Resources Landing Page.)

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Tips

- Clicking on the field name in a category field (

) will allow you to sort through the web sites by ascending or descending order.
- If the web site does not open immediately for you, you may have a pop-up blocker on your computer. To bypass the pop-up hold down the CTRL key on the keyboard while clicking on the web source link.
- To add additional web sites or modify existing ones, speak to someone at the County level.

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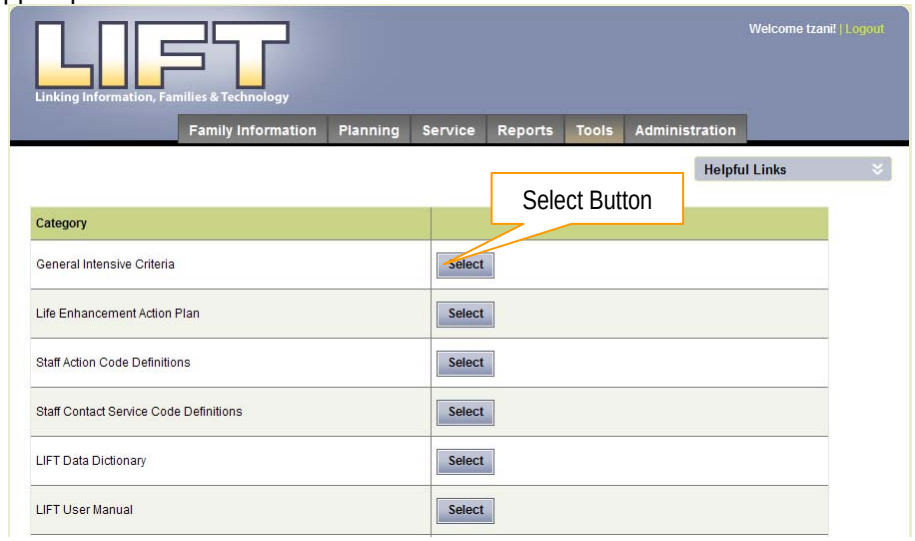
Library

The Library section is a repository of additional documents to help Staff with the Family Support process.

1. Click **Tools** in the menu.
2. Click **Library** in the sub-menu.
3. Click Select (**Select**) button next to the document you wish to view.
4. A new window will open displaying the selected document in Acrobat Adobe (.pdf).
5. Click the print button to print the document.
6. Click the disk button to save the document.
7. Click the in the upper right hand corner to close the document.



(This is a screenshot of Library Landing Page.)

Tips

- If the report does not open immediately for you, you may have a pop-up blocker on your computer. To bypass the pop-up hold down the CTRL key on the keyboard while clicking the **Select** button.

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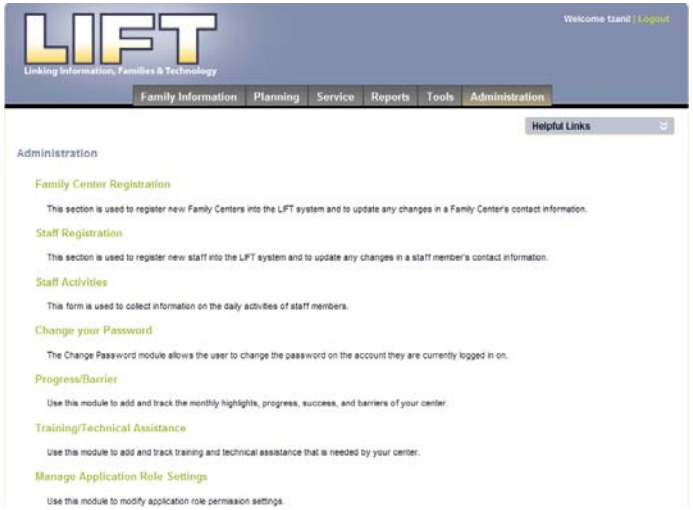
In Administration, the user is able to perform the following tasks:

1. View/Enter Family Center information.
2. Enter and edit all Staff members (Administrator only); Edit self Staff information
3. Enter and edit Staff Daily Activity records
4. Change Password
5. Enter and edit Training/Technical Assistance records
6. Enter and edit Progress/Barriers records


LIFT
Linking Information, Families & Technology
Welcome tzani! | Logout
Family Information
Planning
Service
Reports
Tools
Administration
Helpful Links
Administration
Family Center Registration
This section is used to register new Family Centers into the LIFT system and to update any changes in a Family Center's contact information.
Staff Registration
This section is used to register new staff into the LIFT system and to update any changes in a staff member's contact information.
Staff Activities
This form is used to collect information on the daily activities of staff members.
Change your Password
The Change Password module allows the user to change the password on the account they are currently logged in on.
Progress/Barrier
Use this module to add and track the monthly highlights, progress, success, and barriers of your center.
Training/Technical Assistance
Use this module to add and track training and technical assistance that is needed by your center.
Manage Application Role Settings
Use this module to modify application role permission settings.

(This is a screenshot of the Administration Landing Page.)

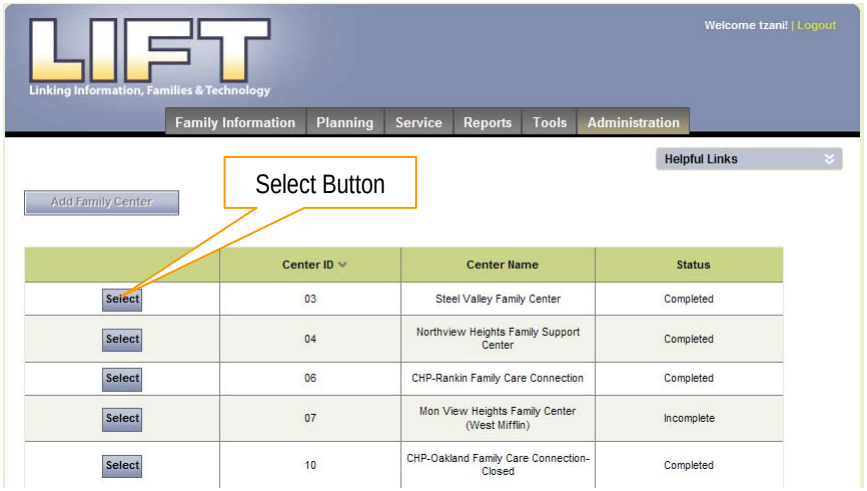
Family Center Registration

The Family Center Registration module displays the Family Centers that are registered within the LIFT system. You will only be able to view and modify your own Family Center.

To edit or view your Family Center record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Family Center Registration** in the sub-menu.
3. Click Select (**Select**) button next to the appropriate Family Center you wish to edit/view.
4. If editing, enter in the appropriate data for each field ensuring that all required fields for saving are completed.
5. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (Cancel) button.



(This is a sample screenshot of the Family Center Registration Listing Page.)

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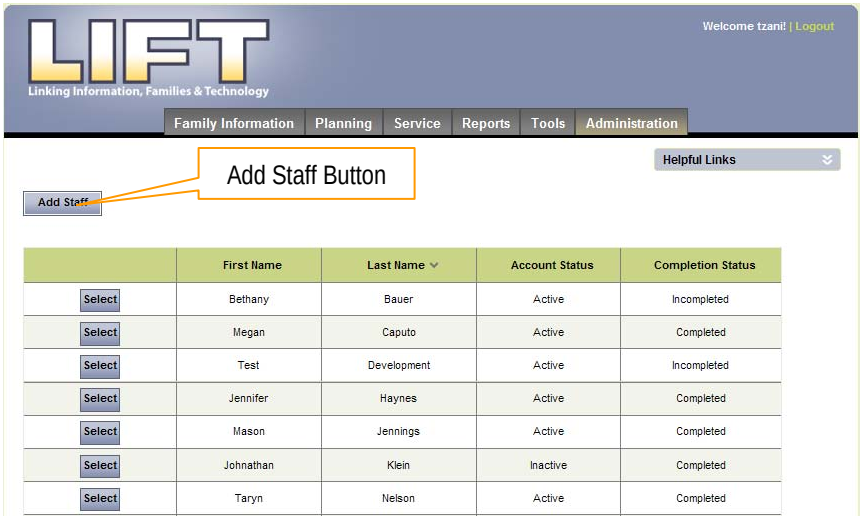
Staff Registration

The Staff Registration module is used to register and maintain staff members within the LIFT system.

1. Click **Administration** in the menu.
2. Click **Staff Registration** in the sub-menu.
3. Click the Add Staff (**Add Staff**) button.
4. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
5. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Staff Registration Listing Page.)

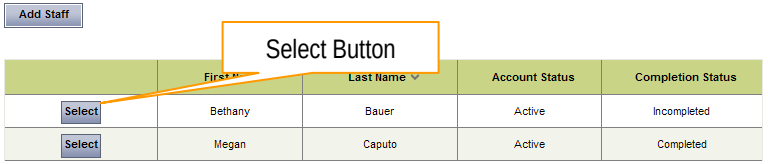
Tips

- The "Is this staff currently on the payroll" field is used for reporting to the County in the County FSC Report. Please ensure that this is checked in order to submit your FSC Report.
- If a staff member leaves the center, you must set their Account Status to ***Inactive*** so that he/she will no longer be able to enter the LIFT system.
- When first adding a staff, it is suggested that you set their password status to 'Expired.' When the new staff logs in with the login name and password you chose, they will immediately have to change their password.

To edit a Staff record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Staff Registration** in the sub-menu.
3. Click the Select (**Select**) button next to the staff record you want to edit.
4. Make any changes needed to the form.
5. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Staff Registration Listing Page. This is a partial screenshot.)

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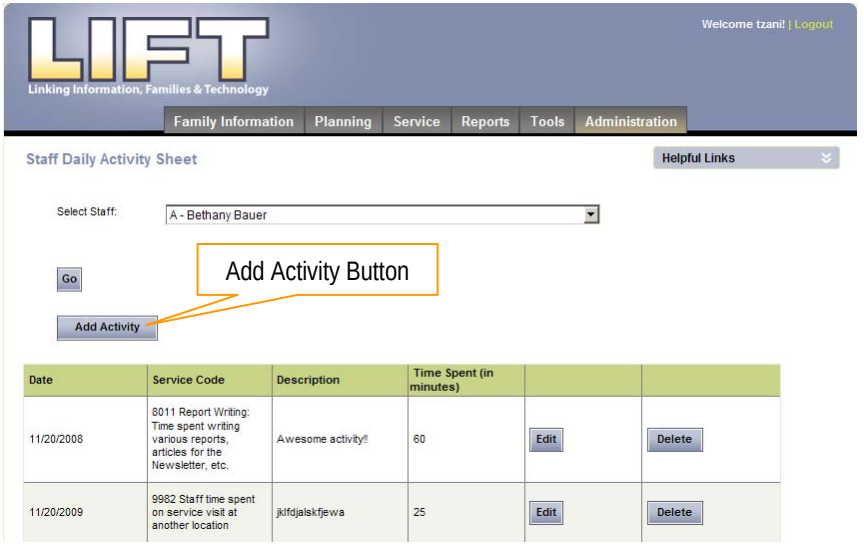
Staff Activities

The Staff Activities module is used to collect information on the daily activities of staff members.

To enter a new Staff Activity record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Staff Activity** in the sub-menu.
3. Select the staff member you wish to enter information for from the **Select Staff** dropdown list.
4. Click the Add Activity (**Add Activity**) button.
5. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
6. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.

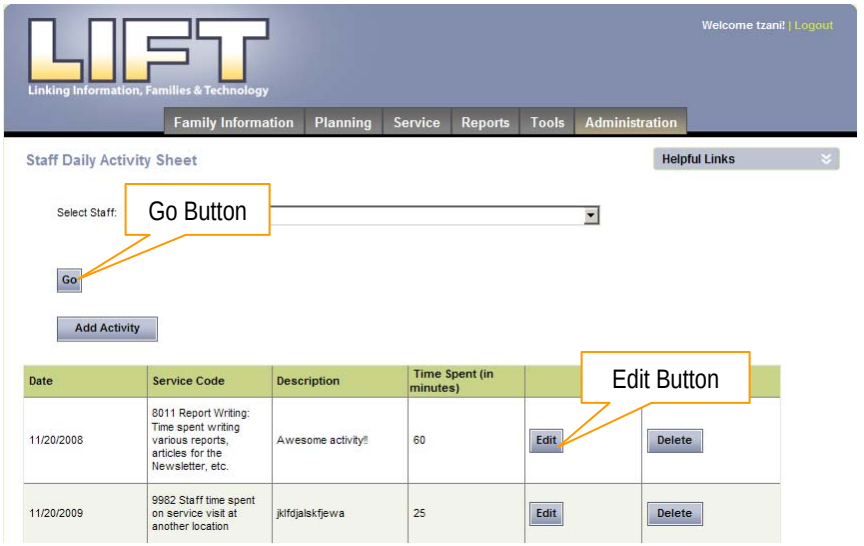


(This is a sample screenshot of the Staff Activities Listing Page.)

To edit a Staff Activity record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Staff Activity** in the sub-menu.
3. Select the staff member you wish to enter information for from the **Select Staff** dropdown list.
4. Click the Go (**GO**) button.
5. Click the Edit (**Edit**) button next to the record you wish to edit.
6. Make any changes needed to the form.
7. Click the Save/Exit (**Save/Exit**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Staff Activities Listing Page.)

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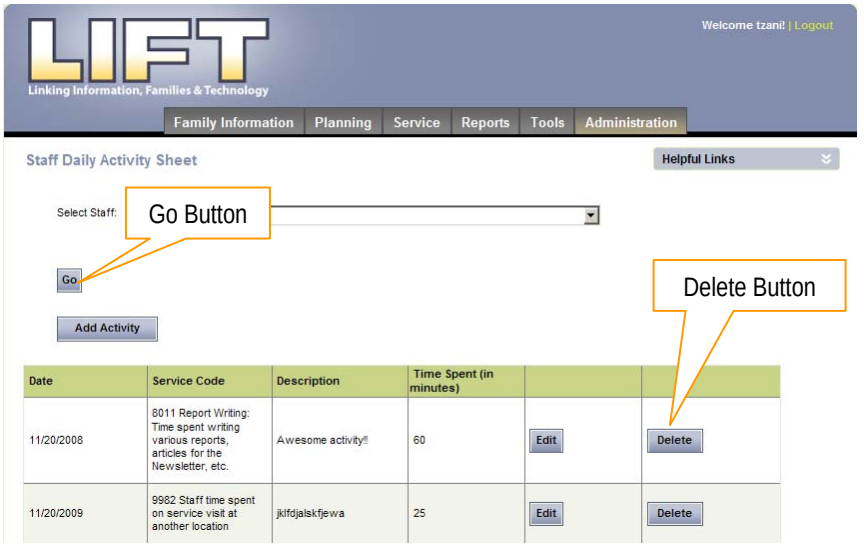
To delete a Staff Activity record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Staff Activity** in the sub-menu.
3. Select the staff member you wish to delete information for from the **Select Staff** dropdown list.
4. Click the Go (GO) button.
5. Click the Delete (**Delete**) button next to the record you wish to delete.
6. You will receive a confirmation message asking if you are sure. Click the OK (OK) button.

*Note: To cancel the deletion, click the Cancel (Cancel) button.



(This is a sample screenshot of the Staff Activities Listing Page.)

Tips

- You may also edit and delete sessions when in edit mode by following the same instructions above.

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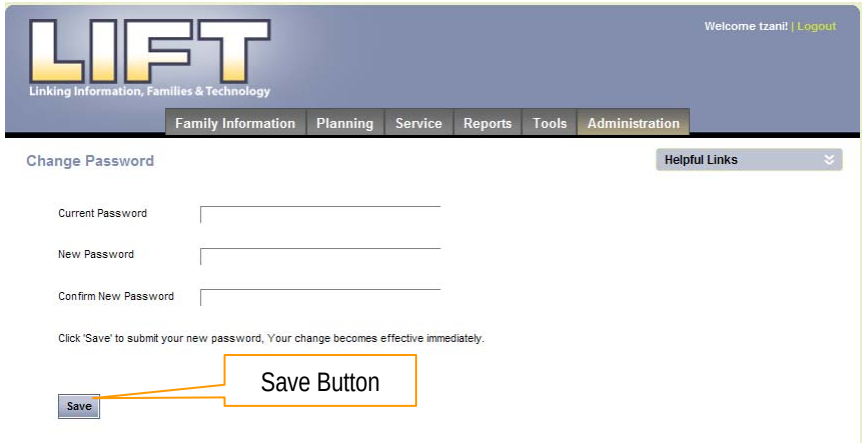
Change Password

The Change Password module also allows the user to change the password on the account they are currently logged into.

To change your password, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Change Password** in the sub-menu.
3. Enter the **Current Password** for the account.
4. Enter the password you would like to use in the **New Password** field.
5. Re-type the new password in the **Reenter New Password** field.

Click the Save (**Save**) button when completed. You will receive a confirmation message informing you that the password was changed successfully.



(This is a screenshot of the Change Your Password Page.)

Tips

- Your new password will become effective immediately upon saving.
- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- When a new staff member logs in, they will immediately have to change their password.
- You will be required to change your password every 30 days.

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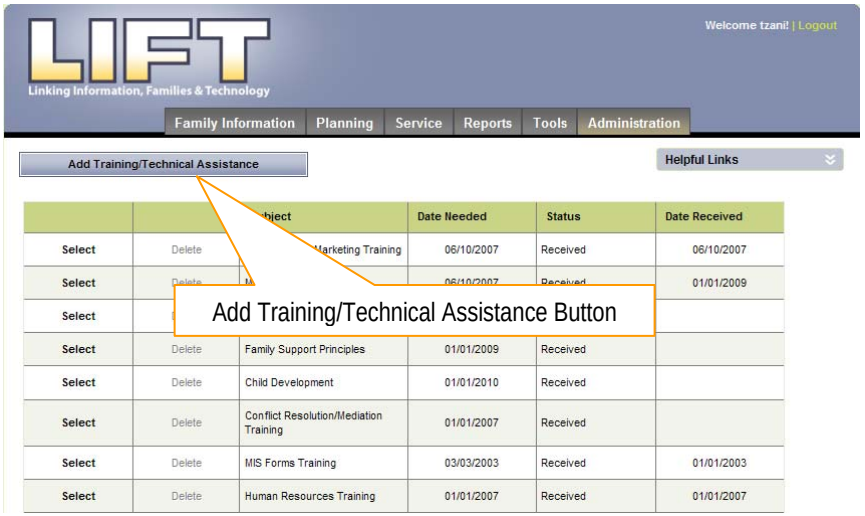
Training/Technical Assistance

The Training/Technical Assistance module is used to add and track training and technical assistance that is needed by your center.

To enter a new Training/Technical Assistance record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Training/Technical Assistance** in the sub-menu.
3. Click the Add Training/Technical Assistance (**Add Training/Technical Assistance**) button.
4. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
5. Click the Save (**Save**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Training/Technical Assistance Listing Page.)

Tips

- This module has been added to LIFT for reporting to the County in the County FSC report. Please ensure that this is used to track and record Trainings/Technical Assistance that are requested and received.
- Once the Training/Technical Assistance record has been received, you must edit the record and update the status to "Received". Only Trainings that have a status of "Received" will be counted in the County FSC report.
- If Trainee is identified as "Other", the entry will not appear on the FSC County Report.
- Only the *Site Director* is able to add any training/technical assistance provided to your center.

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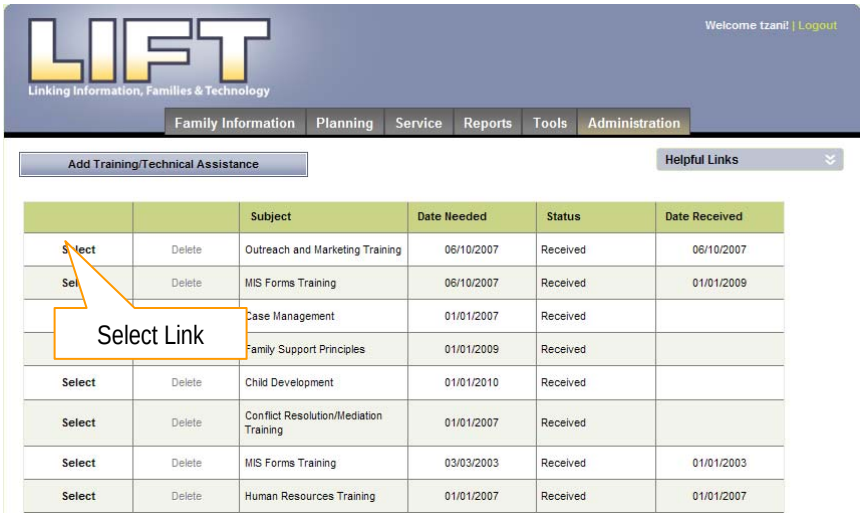
To edit a Training/Technical Assistance record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Training/Technical Assistance** in the sub-menu.
3. Click **Select** next to the record you want to edit.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



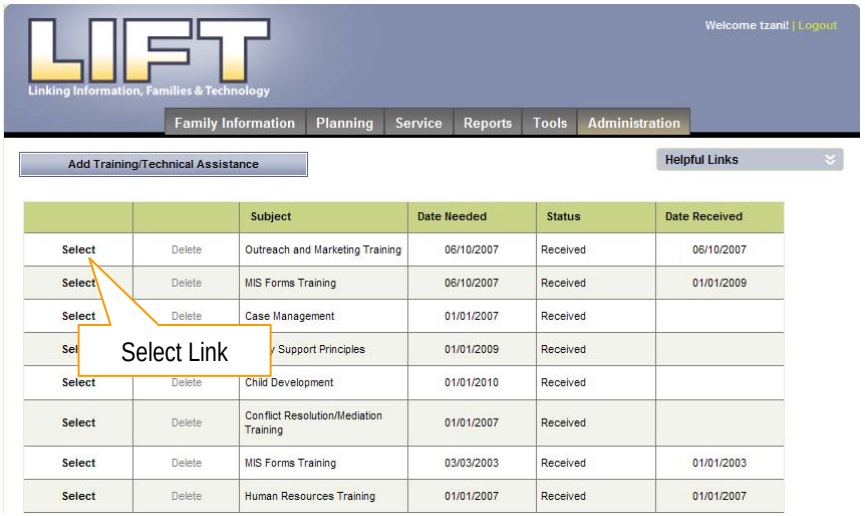
		Subject	Date Needed	Status	Date Received
Select	Delete	Outreach and Marketing Training	06/10/2007	Received	06/10/2007
Select	Delete	MIS Forms Training	06/10/2007	Received	01/01/2009
Select	Delete	Case Management	01/01/2007	Received	
Select	Delete	Family Support Principles	01/01/2009	Received	
Select	Delete	Child Development	01/01/2010	Received	
Select	Delete	Conflict Resolution/Mediation Training	01/01/2007	Received	
Select	Delete	MIS Forms Training	03/03/2003	Received	01/01/2003
Select	Delete	Human Resources Training	01/01/2007	Received	01/01/2007

(This is a sample screenshot of the Training/Technical Assistance Listing Page.)

To enter the Received Training/Technical Assistance details, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Training/Technical Assistance** in the sub-menu.
3. Click **Select** next to the record.
4. Change the **Status** to ***Received*** with the dropdown.
5. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
6. Click the Save (**Save**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



		Subject	Date Needed	Status	Date Received
Select	Delete	Outreach and Marketing Training	06/10/2007	Received	06/10/2007
Select	Delete	MIS Forms Training	06/10/2007	Received	01/01/2009
Select	Delete	Case Management	01/01/2007	Received	
Select	Delete	Support Principles	01/01/2009	Received	
Select	Delete	Child Development	01/01/2010	Received	
Select	Delete	Conflict Resolution/Mediation Training	01/01/2007	Received	
Select	Delete	MIS Forms Training	03/03/2003	Received	01/01/2003
Select	Delete	Human Resources Training	01/01/2007	Received	01/01/2007

(This is a sample screenshot of the Received Training/Technical Assistance Details Page. This is a partial screenshot.)

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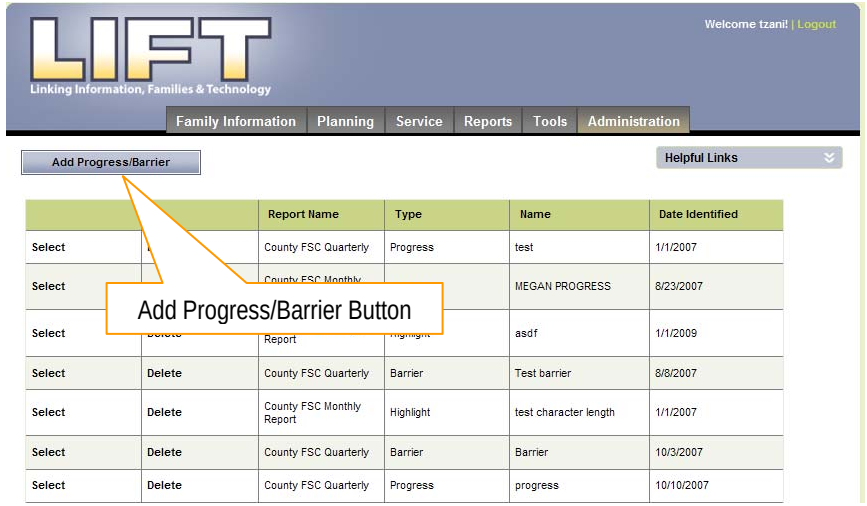
Progress/Barriers

To add and track the monthly highlights, progress, success, and barriers of your center, use the Progress/Barriers module.

To enter a new Progress/Barrier record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Progress/Barriers** in the sub-menu.
3. Click the Add Progress/Barrier (**Add Progress/Barrier**) button.
4. Enter in the appropriate data for each field ensuring that all required fields for saving are completed.
5. Click the Save (**Save**) button when completed.

*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Progress/Barrier Listing Page.)

Tips

- This module has been added to LIFT for reporting to the County in the County FSC report and to the State in the State FSC report and Fatherhood Initiative report. Please ensure that this is used to record Progress/Barriers that occur.
- Only the ***Site Director*** is able to add any progress/barriers to your center.

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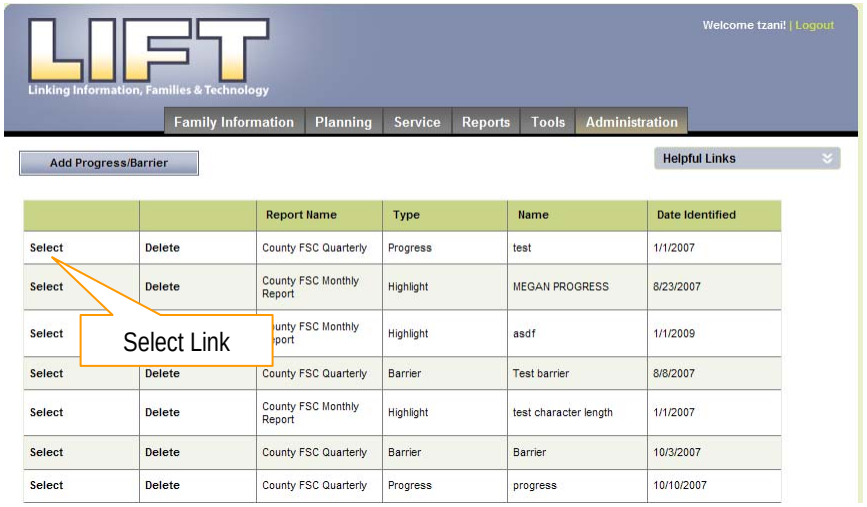
To edit a Progress/Barrier record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Progress/Barriers** in the sub-menu.
3. Click **Select** next to the record you want to edit.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button when completed.

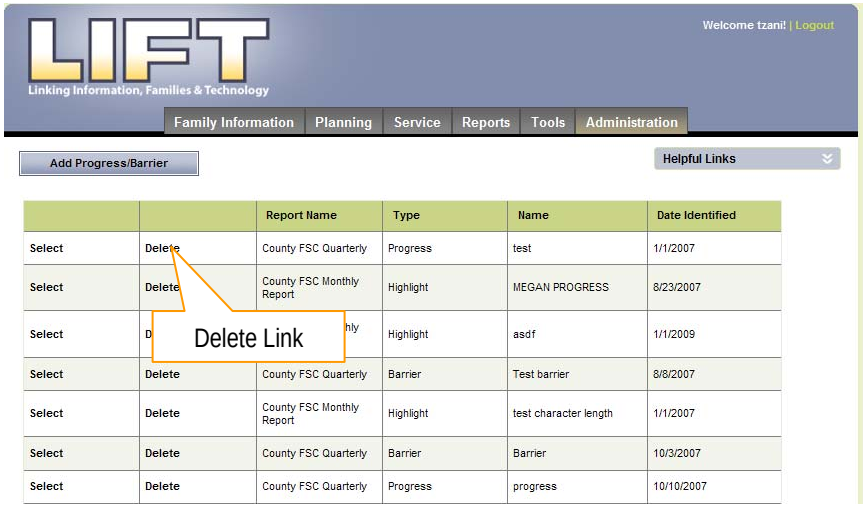
*Note: To exit this screen without saving any of the changes you have made, click the Cancel (**Cancel**) button.



(This is a sample screenshot of the Progress/Barrier Listing Page.)

To delete a Progress/Barrier record, perform the following steps:

1. Click **Administration** in the menu.
2. Click **Progress/Barriers** in the sub-menu.
3. Click **Delete** next to the record you want to delete.



(This is a sample screenshot of the Progress/Barrier Listing Page.)

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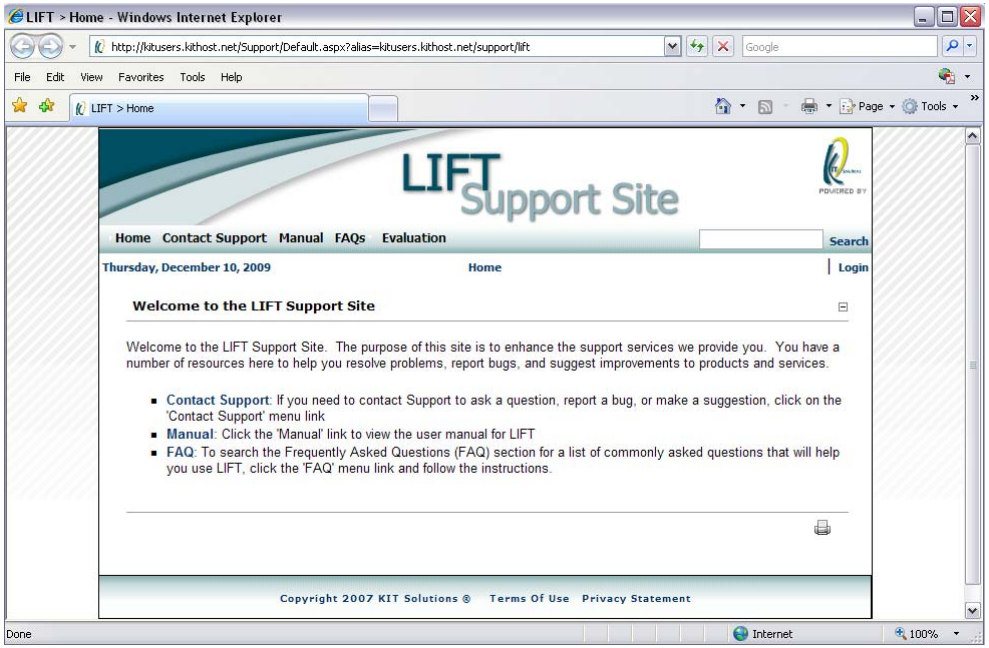
LIFT SUPPORT

On the Support Site, you will find information about how to contact Support, an online version of this manual, and frequently asked questions regarding the application.

1. To reach the KIT Solutions Support Site, click **LIFT Support** under the Helpful Links section. A window will open displaying the Support Site.
2. To contact Support to ask a question, report a bug, or make a suggestion, click the **Contact Support** link.
3. To find this manual in an online version, click the **Manual** link
4. To view frequently asked questions regarding the application, click the **FAQ** link.


LIFT > Home - Windows Internet Explorer
http://kitusers.kithost.net/Support/Default.aspx?alias=kitusers.kithost.net/support/lift
File Edit View Favorites Tools Help
LIFT > Home
LIFT Support Site
Home Contact Support Manual FAQs Evaluation
Search
Thursday, December 10, 2009
Home
Login
Welcome to the LIFT Support Site
Welcome to the LIFT Support Site. The purpose of this site is to enhance the support services we provide you. You have a number of resources here to help you resolve problems, report bugs, and suggest improvements to products and services.
Contact Support: If you need to contact Support to ask a question, report a bug, or make a suggestion, click on the 'Contact Support' menu link
Manual: Click the 'Manual' link to view the user manual for LIFT
FAQ: To search the Frequently Asked Questions (FAQ) section for a list of commonly asked questions that will help you use LIFT, click the 'FAQ' menu link and follow the instructions.
Copyright 2007 KIT Solutions ® Terms Of Use Privacy Statement
Done
Internet
100%

(This is a screenshot of the LIFT Support Site.)

APPENDIX

Permission Levels

When selecting the permission levels it is important to remember that this is done to grant/limit access to certain portions of the LIFT application. The permission levels are County, Administrator, and Staff.

County – Evaluator

The permission level ***County*** should be assigned to those that will be adding new Family Centers, also known as Organizations within the LIFT Application. This permission has the County View for reports, Data Export access to all centers, and County Extract access.

Administrator – Site Director

The permission level ***Administrator*** should be assigned to those that will have read/write access to all modules except Index Manager. You will only have the ability to edit your own family center's Family enter Registration data. Keep in mind that you will not be able add new family center. This permission has Site Level view for county report, data export access to all centers, and the Site ability to submit center report.

Staff

The permission level ***Staff*** has read access only for families that there are assigned to (As identified in the Family Support Team table). The main responsibility of this permission is to report data within the LIFT Application.

Organization Levels

The Organization Level determines what tasks you will be performing within the LIFT application. The different levels are Center and County.

Center

The ***Center*** level is responsible for reporting data into the LIFT Application to be monitored by the County.

County

The ***County*** level is responsible for monitoring and overseeing the data entry from the Center level. The monitoring can be done through reports and Data Export.

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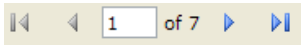
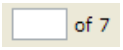
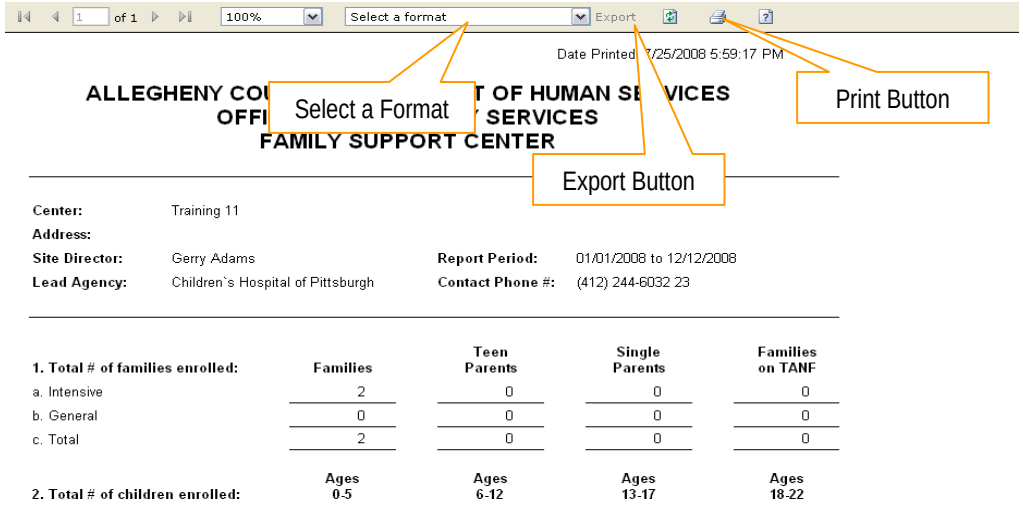
Using the Reports Viewer

When using reports on the LIFT, reports initially are viewed using a Report Viewer. Once you have clicked the Show (Show) button, you will then see a print preview screen. This screen is used to ONLY VIEW the data (you cannot print or save from this screen).

1. Click the arrows  to maneuver to other pages in the report. Clicking the single arrow forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
2. To move to a specific page in the report, type in a page number into this field  and click the **Enter** button on your keyboard.
3. The box with the label *100%* can be used to change the level of magnification of the report. To change the level, click the black arrow on the right side of the blank and choose an appropriate percentage.
4. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the Export (**Export**) link.
5. Click the (**Printer**) button to print a copy of the report.



(This is a sample screenshot of the Site/Family Report. This is a partial screenshot.)

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